

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**

AFROTC INSTRUCTION 36-2011

2 DECEMBER 2005



Personnel

ADMINISTRATION OF SENIOR AIR FORCE ROTC CADETS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and explains provisions of numerous other Air Force and Air Education and Training Command directives, and complements several AFOATS and AFROTC instructions. It provides the AFROTC detachment commander and other detachment personnel with detailed guidance for managing and administering the senior Air Force ROTC Program. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are 10 U.S.C. 33 and 103. Privacy Act Statements required by AFD 37-144, *Air Force Privacy Act Systems of Records Notices*, are in AFROTC IMTs: 20, **Application for AFROTC Membership**; 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**. System of records notice F045 AETC C, *Cadet Records*, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://afirms.amc.af.mil>). This instruction applies to Senior AFROTC Regions and Detachments.

SUMMARY OF REVISIONS

This publication has been completely re-written and must be reviewed in its entirety. Major revisions are: These changes delete and renumber several paragraphs; incorporates additional guidance for program membership (1.3); adds requirement for standardized cadet record coversheets (1.3 and Attachment 4); clarify eligibility for age waiver (1.4); change requirement for processing alcohol related civil involvements (1.5); update AFROTC IMT 48, **Planned Academic Program**, requirement (1.15); adds a Note to paragraph 1.16; redefines dependency policy and adds a Note to Figure 1.1; adds an exception to Figure 1.3 (Cat 2); updates program membership requirements (2.1 and 2.7); redefines AS500 status (2.1.4); changes POC entrance requirements (2.9); raises academic retention standards for

contract/scholarship program and redefines requirement for failing grade/incomplete (2.15 and Table 2.1); clarifies procedure for change of major (2.17); changes policy for award of conditional events (2.20 and Table 2.1 (Schedule)); changes validity period for physical exams (3.13); and adds a Note to pre-enlistment brief (4.10). A star (★) indicates revised material from the previous edition.

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Chapter 1

ELIGIBILITY AND APPLICATION REQUIREMENTS

1.1. General Information

1.1.1. This chapter provides the eligibility and application requirements for AFROTC cadets. It covers entrance and eligibility requirements common to both the General Military Course (GMC) and the Professional Officer Course (POC).

1.2. General Membership Eligibility

1.2.1. Each individual must:

1.2.1.1. Be a full-time undergraduate or graduate student enrolled at an accredited college that hosts an AFROTC detachment or a university or junior college having a cross-town agreement or consortium arrangement established according to AFROTCI 36-2014, AFROTC Enrollment and Relation with Host/Non-host Instruction, Cross-town, and Consortium Institutions.

1.2.1.1.1. Participate in both aerospace studies (AS) classes and leadership laboratory (LLAB) while enrolled in school to be considered a GMC or POC member. Completed GMC and POC members must participate in LLAB.

1.2.1.2. Be age 14 or older. (Reference paragraph 1.4.4 for maximum age requirements)

1.2.1.3. Be a United States citizen (or naturalized).

★1.3. Application Records:

1.3.1. The detachment will establish an AF Form 10, **Unit Personnel Record Group (Folder)** to contain forms/IMTs and other records. File the documents in the following sections: Section I, Guidance Records, Correspondence, and Orders; Section II, Evaluation Instruments; Section III, Records of Membership; and Section IV, Medical.

1.3.2. Each applicant will complete the following:

1.3.2.1. AFROTC IMT 20, **Application for AFROTC Membership**, is used to screen applicants for membership into AFROTC. The AF IMT 56, **Application & Evaluation for Training Leading to a Commission in the United States Air Force**, will replace the AFROTC IMT 20, **Application for AFROTC Membership**, and the “initial” completion of the AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, for all cadets in the enlisted commissioning programs. The AFROTC IMT 35 is used to document civil involvements and counseling of cadets who have civil involvements. Units must still accomplish the AFROTC IMT 35 for recertification on the day of and prior to enlistment (reference chapter 4). HQ AFROTC will forward the AF IMT 56 to units for filing in the UPRG.

- 1.3.2.1.1. After the AFROTC IMT 20 is complete, update the cadet's information into Web Intensive New Gains System (WINGS). Fitness results are completed IAW AFROTCI 36-2007, AFROTC Weight and Fitness Programs, and updated in WINGS.
- 1.3.2.2. AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, is used to document civil involvements and counseling of cadets who have civil involvements.
- 1.3.2.3. AFROTC IMT 48, **Planned Academic Program**, is used to develop AFROTC cadet academic plans for their 4 or 5 year college careers.
- 1.3.2.4. DD Form 93, **Record of Emergency Data**, (to be accomplished by the applicant in pencil)
- 1.3.2.5. AFROTC IMT 500, **Restrictions on Personal Conduct in the Armed Forces**, is used to provide cadets with policy on personal conduct.
- 1.3.2.6. AF IMT 883, **Privacy Act Statement - US Air Force Application Record**
- 1.3.2.7. DD Form 2005, **Privacy Act Statement-Health Care Records**, (2 copies; one for applicant and one for record)
- 1.3.2.8. AF IMT 2030, **USAF Drug and Alcohol Abuse Certificate** [not required for Scholarships for Outstanding Airmen to ROTC (SOAR), Airmen Scholarship Commissioning Program (ASCP), and Early Release Program (ERP); reference AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*].
- 1.3.2.9. AF IMT 3010, **USAF Statement of Understanding for Dependent Care Responsibility**
- 1.3.2.10. Statement of Understanding: Air Force Dependency Policy (figure 1.1)
- 1.3.2.11. Cadet must provide certified true copy of the birth certificate, SSN and naturalization certificate (if applicable) for duplication and placement in the UPRG. Annotate file copy "verified with original document" and signature of individual verifying source document.
- 1.3.3. Completed by detachment personnel: AFROTC IMT 26, **AFROTC Cadet Record Inventory Section 1 – 4**, is used to inventory applicable administrative documents. AFROTC IMT 63, **AFROTC Membership Action Checklist**, is used to document AFROTC membership eligibility..
- 1.3.4. Initiate a new record for previously disenrolled cadets when there is a break in participation. Retain the original UPRG when cadet continues in the program with no break and reaccomplish the following IMTs: AF IMT 2030, AF IMT 3010, AFROTC IMT 500, AFROTC IMT 63.

★1.4. Age: (reference AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force and United States Air Force*)

1.4.1. Minimum age for:

1.4.1.1. Program entry is 14.

1.4.1.2. Enlistment is 17.

1.4.1.3. Commissioning is 18.

1.4.2. Maximum age limits:

1.4.2.1. Applicants must receive an EA before reaching age 30.

1.4.2.2. Cadets in a rated category must commission by age 29 to allow AFPC time to schedule appropriate training class prior to age 30 (a cadet normally enters into training 8-12 months after commissioning).

1.4.2.3. Non-rated cadets must commission prior to age 30 (up to age 35 with waiver). Detachment commanders may waive the maximum age restriction for applicants who meet the AFOQT outstanding and deserving criteria (see figure 1.2) and can be commissioned prior to age 34. HQ AFROTC/RRFP may waive those applicants who do not meet the outstanding and deserving criteria. HQ AFPC may waive the maximum age restriction for individuals scheduled to commission after age 34 but prior to age 35. Public Law 88-647 prohibits commissioning or active duty entrance after age 35.

★1.5. Adverse Involvements with Civil, Military, or School Authorities

1.5.1. The procedures and documents listed below are designed to facilitate administrative processing of involvements and provide tools for evaluating character traits for officer candidates.

1.5.2. The AFROTC IMT 35 is the basic document used to record involvements.

1.5.2.1. Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is an involvement for AFROTC purposes and must be reported. This also includes violations of school honor code; UCMJ/Article 15 actions; and administrative discharge, demotion, or letters of reprimand while in government or military service. Any adverse involvement affecting a cadet or an applicant for membership in AFROTC, regardless of the outcome or date of the offense, must be considered under this section to determine whether the involvement disqualifies the applicant for enlistment and or continuation in the AFROTC program. Once initially certified, the individual's AFROTC IMT 35 becomes a permanent record; do not alter or re-accomplish it for any reason. Subsequent involvements must be added to the original AFROTC IMT 35. Additional AFROTC IMT 35 may be added as needed.

1.5.2.2. Any alcohol related incident (e.g. minor in possession, purchase for a minor, etc) that involves an underage person is automatic grounds for investigation for disenrollment/dismissal from the AFROTC program. **EXCEPTION:** Detachment commanders may waive ONE incident of “Minor in Possession”, or its local equivalent, for GMC cadets only. All waivers must be appropriately documented. If contracted, award a conditional event. (reference Table and schedule 2.1)

1.5.2.3. Upon application to AFROTC, the detachment commander or their designated representative must initially counsel applicants that they are required to report all involvements with civil, military or school authorities, regardless of the severity, disposition, or the date of the involvement. If doubt exists as to the need to list an involvement, it must be listed to preclude future question regarding omissions. Brief the cadet that they must continue to report all subsequent civil involvements to the detachment within 72 hours after the involvement occurs with the exception of involvements which occur during school break periods of more than 72 hours. In this case, the individual may wait to report the involvement NLT 72 hours after their return to classes following the break. **NOTE: The disposition information must be updated within 72 hours of final disposition.**

1.5.2.3.1. Cadets must report **all** involvements regardless of final disposition. When a single incident results in more than one offense, consider each charge a separate involvement and list on the AFROTC IMT 35 as a separate entry. A finding of not guilty or advice by an attorney or court official to consider the record as clear does not constitute authority to omit the involvement from the AFROTC IMT 35. This includes involvements that resulted in state-sealed records or expungement relief with respect to juvenile records.

1.5.2.3.2. The detachment commander must sign all AFROTC IMT 35 that list civil involvements. However, a completed AFROTC IMT 35 without ANY involvements listed does NOT require the detachment commander’s signature. In this instance, any cadre member may sign the AFROTC IMT 35.

1.5.3. Affidavits. When required, the individual must prepare an AFROTC IMT 4, **Affidavit Civil Involvement**, based on the involvement originally cited by the law enforcement agency, not the lesser offense, if the charge is reduced. AFROTC IMT 4 is used to get an account of what, when, how and where of any civil involvement a cadet may have been cited. Multiple involvements may be explained in a single affidavit, however, each separate charge must be clearly addressed. Affidavits must be subscribed and sworn to before a detachment officer or another official authorized to administer oaths and filed in the cadet's UPRG. Affidavits are required to explain any involvement listed in Figure 1.3, Category 2 or any civil involvement that requires a HQ AFROTC/RRFP waiver.

1.5.3.1. For alcohol/drug related incidents, the AFROTC IMT 4 must include the amount consumed, over what period of time, field sobriety test results, blood alcohol content, breathalyzer results, etc.

1.5.4. Consent for Corroboration. The cadet must give express, written consent for all

necessary corroboration using the reverse side of the AFROTC IMT 14, **Law Enforcement Inquiry**. The AFROTC IMT 14 is used to receive corroboration for civil involvements committed by cadet applicants.

1.5.4.1. Corroboration of Involvements. Obtain statements from civil, military, or school authorities describing the officially recorded facts and disposition using the AFROTC IMT 14. Follow up by tracer, letter, or telephone conversation if statements are not made available in response to initial written requests. Place initial requests and all records of follow-up action in the cadet's UPRG. Cadet's statement will be used in lieu of corroboration, if corroboration is not available and a waiver is required. If the laws of the state where the involvement occurred prohibit the release of corroboration and reply to corroboration requests, cite the specific law and make an entry in the remarks section of the AFROTC IMT 35 citing the appropriate authority (for example, House Bill 1127).

1.5.4.2. Record of Corroboration. Corroboration is obtained through police authorities; however, in some cases, this is not possible. Therefore, obtain a certified copy of the court records whenever a police agency refuses to corroborate the circumstances surrounding a charge. The court proceedings are a matter of public record and cannot be withheld except in a few cases where a first-offender law is applied.

1.5.5. If any discrepancy exists between the entry on the individual's AFROTC IMT 35, the AFROTC IMT 4, and the AFROTC IMT 14 allow the individual an opportunity to explain, in writing, before further action is taken. Attach a copy of the individual's explanation to the AFROTC IMT 35. If it appears there has been an attempt to conceal the seriousness of an involvement, the detachment commander must initiate an investigation for disenrollment/dismissal.

1.5.6. Waiver of Civil Involvement.

1.5.6.1. Detachment commanders have waiver authority for non-criminal involvements and for minor misdemeanor criminal offenses, (reference Figure 1.3). Any involvements not listed or not similar in nature, must be forwarded to HQ AFROTC/RRFP for waiver consideration via AFROTC IMT 22, **Cadet Personnel Action Request**. The AFROTC IMT 22 is used to process cadet personnel actions and waiver requests. To determine the waiver authority for an adverse involvement, the offense should be characterized as it was charged in the original indictment, complaint, notification, or other charging document, even if a less serious offense is ultimately adjudicated. For example, a DUI charge that is later reduced to Careless Driving may not be waived by the detachment commander. Contact HQ AFOATS/JA if in doubt about the misdemeanor or felony classification of a criminal charge.

1.5.6.2. Detachment commanders may not waive involvements listed in Figure 1.3, Category 2, until they have examined any available evidence (including police reports) and the court or administrative authority has resolved the charges or the accusations. "Resolved" is defined as conviction, acquittal, dismissal of charges, placement into a pretrial diversion program, dismissal after compliance with imposed conditions, or final determination of action by an administrative authority. In cases that are not resolved

adversely to the applicant, commanders should base their decisions on their independent determination of the facts, based upon the evidence available to them. Acquittal, dismissal of charges, nolle prosequi, expunged record or pretrial diversion does not negate the significance of the underlying conduct. Cadets may not be contracted until all civil involvements have been resolved via the appropriate waiver authority.

1.5.6.3. Detachment commanders should contact HQ AFROTC/RRFP if they have any concerns in interpreting whether or not an involvement is waivable and if the proposed waiver action is consistent with similar actions across AFROTC.

1.5.6.4. For all civil involvements which require a waiver from HQ AFROTC/RRFP, you must obtain corroboration, (e.g. police reports, charging documents indictment, ticket, etc.) and court disposition documents (court record of conviction, dismissal, etc.). This will require contacting both police and court officials. The cadet is responsible for any expenses associated with obtaining required records. If necessary, the cadet should contact the clerk of the court and request the certified copies, pay all fees, and have the document sent directly to the detachment. In most cases, individuals are able to obtain their own records that have been sealed under a first-offender law. If court records are not available, attach correspondence addressing this situation to the waiver request. Letters from prosecutors or clerks of court explaining disposition of charges are satisfactory. Letters from defense counsel on behalf of the applicant or cadet are not adequate or appropriate corroboration.

1.5.6.5. Cadets pending HQ AFROTC/RRFP evaluation for adverse involvements are not eligible for scholarship activation, enlistment, a POC EA, FT attendance or commissioning until waivers are approved and the commander signs the AFROTC IMT 35.

1.5.6.6. Whenever a waiver of a civil involvement is granted, counsel/document on the AFROTC IMT 35 with the following: “conduct will be closely monitored and any future involvements with authorities may result in a disenrollment investigation/dismissal”.

1.5.6.7. As a guide, detachment commanders should consider a total of 10 independent civil involvements, or five independent civil involvements within the previous 18 months, as unacceptable for entry or retention in AFROTC. Additionally, detachment commanders should not continue to waive a series of significant involvements of a similar nature. For example, if a cadet continues to receive speeding tickets for clearly excessive speeds that represents willful disregard for the law, retention in AFROTC would not normally be appropriate since the individual in question has not moderated their behavior after counseling.

1.5.6.8. When discovering that a cadet has failed to report an involvement, the individual must prepare an AFROTC IMT 4, and enter the involvement on the AFROTC IMT 35. Commanders will initiate a disenrollment investigation, dismiss the cadet (non-contract) or submit an AFROTC IMT 22, to HQ AFROTC/RRFP requesting a waiver.

1.5.6.9. Late reporting of civil involvements, when voluntarily reported by the cadet,

does not constitute "failure to report." If an individual fails to report an involvement within the required time frame, counsel via AFROTC IMT 16, **Officer Candidate Counseling Record**. The AFROTC IMT 16 is used to counsel AFROTC cadets and applicants. Then have the individual enter the involvement on the AFROTC IMT 35 and prepare an AFROTC IMT 4, describing the incident and the reason it was not reported. Attach the AFROTC IMT 4 to the AFROTC IMT 35. NOTE: HQ AFROTC/RRFP waiver approval is required only if the late recertification is not within the detachment commander's waiver authority (reference Figure 1.3).

1.6. AFROTC Substance Abuse and Hemp Derivative Policy

1.6.1.1. Drug Abuse Orientation. AFPD 36-27, Social Actions, is the basic directive that prescribes the drug abuse policy.

1.6.1.2. The general rule is that applicants are not eligible for service in the Air Force if they have ever used, possessed, manufactured, or distributed any illegal drugs. The Air Force also has a policy that precludes its members from using any hemp derivative. Brief each applicant upon completion of the AFROTC IMT 20, on the United States Air Force Drug Abuse Policy. Use the AF IMT 2030 to screen applicants and cadets for drug abuse and, as a minimum, explain each item on the AF IMT 2030, especially the fact that any future use (also known as post-orientation) is disqualifying. (Non-waiverable)

1.6.2. Initial Preparation. Each applicant must complete sections I through III of the AF IMT 2030 before having the medical examination administered. Maintain the AF IMT 2030 in the individual's file. (Refer to AFROTCI 36-2019, AFROTC Scholarship programs for CSP winners)

1.6.3. Evaluation of Drug Use or Abuse

1.6.3.1. When an applicant has indicated drug usage or use of any hemp plant derivative on the AF IMT 2030, the following procedures apply:

1.6.3.1.1. Individual Evaluation Request. Have the applicant provide a handwritten statement in the Remarks Section of the AF IMT 2030 concerning the circumstances. If necessary, continue on a separate page and attach it to the cadet's AF IMT 2030 that will be filed in the UPRG. On the top and bottom of each page of the handwritten statement, print or stamp "FOR OFFICIAL USE ONLY," and treat as Privacy Act information.

1.6.3.1.2. As a minimum, have the applicant include the following for all drug or hemp derivative use:

1.6.3.1.2.1 Dates and circumstances surrounding each occurrence. Include specific reasons for the incidents and total number of times used.

1.6.3.1.2.2. Specific drug or combination of drugs used (to include hemp derivatives).

1.6.3.1.2.3. Method of how it was used (orally, injected, skin-popping, sniffing, external application, etc.).

1.6.3.1.2.4. What effects were produced (be specific). Examples: None, relaxation, irritability, time or visual perception disturbance or distortion, panic, sleepiness, flashbacks, restlessness, loss of consciousness, increased insight, etc.

1.6.3.1.2.5. Describe any residual effects.

1.6.3.1.2.6. Indicate current feelings toward usage, and whether or not applicant would use them again.

1.6.3.1.2.7. Include any other information that would be helpful in evaluation of waiver.

1.6.3.1.2.8. Sign and date the statement.

1.7. Waivers

1.7.1. Waivers are permitted only in very exceptional cases for otherwise very highly qualified applicants whose pre-service drug use was limited in frequency and scope, experimental in nature, and unlikely to recur. A drug experimenter is defined as one who has illegally/improperly used a drug for reasons of curiosity, peer pressure or other similar reasons. Hemp derivative use is also waivable, however, applicants must agree to discontinue use.

1.7.2. Detachment commanders may waive use or possession of marijuana/hemp derivative that meets the requirements of paragraph 1.7 provided no civil involvement resulted. Use the applicant's statement, along with a personal interview, to determine if the requirements are met. The detachment commander will sign and date statements. Authorize program entry by annotating in the remarks section of the AF IMT 2030 with the following statements:

1.7.2.1. ***“Pre-application limited experimental use of marijuana, unlikely to recur. I waive the use and grant program entry.”***

1.7.2.2. ***“Member has been briefed and agrees to abide by Air Force policy regarding the prohibited use of Hemp derivatives. Program entry is authorized.”***

1.7.3. The detachment commander may decide not to grant a waiver for substance abuse (or hemp derivative) that meets requirements outlined in paragraph 1.6 or forward waiver request to HQ ROTC/RRFP for consideration.

1.7.3.1. HQ AFROTC/RRFP may grant waivers for use of a few other drugs as outlined in AFI 36-2002, *Regular Air Force and Special Category Accessions*. Currently, use of amphetamines or barbiturates, is waivable. No other drugs will be considered for a waiver. HQ ROTC/RRFP will not consider waiver requests for the illegal use or possession of more than one drug or grant waivers for manufacturing, or distribution.

1.7.3.2. If an applicant indicated on their statement that they did not know the substance they were using was an illegal drug, the detachment commander may submit a waiver request to HQ AFROTC/RRFP even though the drug is not on the list of waivable drugs. Be certain the applicant includes on the AF IMT 2030 an explanation of why they did not know they were ingesting an illegal drug and what residual effects or flashbacks they have experienced.

1.7.4. Independent Evidence of Drug/Hemp Use. When evidence of an applicant's/cadet's drug/hemp usage is brought to the attention of the detachment commander by a third party, the detachment commander must contact HQ AFOATS/JA for advice on the appropriate course of action based on assessment of evidence and allegations. After consulting with HQ AFOATS/JA, the following actions apply:

1.7.4.1. Gather and verify available independent evidence.

1.7.4.2. The detachment commander will counsel the applicant/cadet via AFROTC IMT 16 that evidence has been received of alleged drug/hemp usage.

1.7.4.3. The detachment commander will ask the applicant/cadet for an explanation. Document all comments.

1.7.4.4. If the applicant/cadet admits the alleged drug/hemp usage, dismiss (non-contract) or investigate for disenrollment. If the applicant/cadet denies the alleged drug/hemp usage, contact HQ AFOATS/JA to evaluate the evidence for possible dismissal. Closely monitor retained cadets.

1.8. Drug Abuse or Use of Hemp Derivative after Orientation

1.8.1. Cadets are not eligible for enlistment or commissioning if they use illegal drugs as defined in AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, or use of hemp derivatives, following orientation to the Air Force Drug and Alcohol Abuse Policy as documented on the AF IMT 2030.

1.8.2. Contract Cadets. Conduct a disenrollment investigation on a cadet who violates this policy. Open the investigation for failure to maintain military retention standards and ascertain all facts and circumstances pertaining to the violation. Do not request a waiver of the disenrollment process (reference AFROTCI 36-2015).

1.8.3. Non-contract Cadets: Drop or place in Special Student Status any cadet who violates this Air Force Policy. Counsel cadets via AFROTC IMT 16 for failure to maintain military retention standards.

1.8.4. Following orientation, drug use brought to the attention of the detachment commander by a third party must be reviewed and a course of action assessed. Contact HQ AFOATS/JA for guidance.

1.9. Chronic Alcohol Abuse

1.9.1. Detachment commanders may waive only those alcohol-related involvements listed in Figure 1.3. Detachment commanders may deny waiver consideration or submit waiver requests to HQ AFROTC/RRFP via AFROTC IMT 22, as they deem appropriate (reference AF IMT 2030, definition of terms section, for a description of alcohol abuse).

1.9.2. Voluntarily Reported Alcohol Abuse and Independent Evidence of Alcohol Abuse. Whenever an applicant/cadet voluntarily reports chronic alcohol abuse, independent of an involvement that must be recorded on an AFROTC IMT 16, determine whether or not to dismiss (non-contract) or investigate for disenrollment. When evidence of chronic alcohol abuse is brought to the attention of the detachment commander by a third party, the detachment commander must contact HQ AFOATS/JA for advice on the appropriate course of action based on assessment of evidence and allegations.

1.10. Family Members

1.10.1. For a definition of “family member,” refer to AFI 36-2908, *Family Care Plans*.

1.10.2. Non-military Applicants. An applicant for enlistment into AFROTC who is unmarried (to include a common-law spouse) or married to a military member, and is in legal or physical custody of another person incapable of self-care is not eligible for enlistment without a waiver. Also, an applicant wishing to enlist in pay grade E-3 or lower and is married to a civilian spouse with two or more family members incapable of self-care must obtain a waiver of this condition prior to enlistment. Waiver requests for these particular situations may be submitted to HQ AFROTC/RRFP via an AFROTC IMT 22. In the remarks section, identify the applicant’s family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training. Forward an AF IMT 357, **Family Care Certification**, completed in accordance with AFI 36-2908, AF IMT 3010, (Figure 1.1) **signed/dated by the cadet and an AFROTC representative**; with the AFROTC IMT 22. **NOTE: Statement of Understanding must be recertified by cadet and an AFROTC representative at time of enlistment (or any time change in dependency status occurs).**

1.10.2.1. If dependency disqualification is not waived, the applicant can only become eligible if they relinquish legal and physical custody of their family members through a court order or adoption. It is not the intent or desire of the Air Force to require any person to relinquish custody of his or her children for enlistment. Therefore, never counsel such applicants to change their marital or custodial status for the express purpose of enlistment qualification. If an applicant has, or plans to, relinquish physical and legal custody of family members a dependency eligibility determination must be made to ensure the documentation is legally sufficient. Encourage cadets or their counsel to contact AFOATS/JA to ensure any court orders will be sufficient and will comply with AFROTC policy.

1.10.2.1.1. A power of attorney or grant of joint custody to another is not sufficient to relinquish custody for eligibility purposes. If in doubt, contact AFOATS/JA to

review the court order relinquishing custody to ensure that the requirements of this policy are met.

1.10.2.2. If after examining bona fide court orders relinquishing legal custody, the commander determines the applicant has no legal dependents, the commander may allow entry into the AFROTC program. Include the following statement on an AFROTC IMT 16, and file in the applicant's UPRG:

(Date)

"I have reviewed the bona fide court order of (applicant's name) which was filed in (county) of (state) on (date). I verify that legal custody of this applicant's family member(s) has/have been awarded to another individual. I have determined that it is not a joint custody and contains no restrictions under which the applicant would resume custody."

Or

"I have reviewed the bona fide court order of (applicant's name) which was filed in (county) of (state) on (date, and I have consulted HQ AFOATS/JA, if necessary). I verify that the permanent transfer of legal custody of the applicant's minor (family member) (family members) has been awarded to another individual as a result of adoption."

1.10.3. Military Applicants. Enlisted members applying for the AFROTC program, who are currently serving on active duty or serving in the guard or reserve who are unmarried (to include a common-law spouse) or married to a military member, and are in legal or physical custody of another person incapable of self-care, or wishing to enlist in pay grade E-3 or lower and is married to a civilian spouse with **two or more family members incapable of self-care**; with family care arrangements, are eligible for enlistment. The following statement must accompany their application; "The applicant's family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training." Active duty Air Force applicants must complete the appropriate family care statement found in AFI 36-2013.

1.10.4. Cadets who become single or marry another military member and are in legal or physical custody of another person incapable of self-care, or marry a civilian spouse and previously enlisted in pay grade E-3 or lower and are responsible for two or more family members incapable of self-care, **after** contracting and enlistment, must obtain HQ AFROTC/RRFP approval to remain in the program and must maintain a family care plan IAW AFI 36-2908.

1.10.4.1. The detachment commander must counsel the cadet according to AFI 36-2908 and ensure the cadet fully understands the Air Force policy on the relationship between family care responsibilities and accomplishment of military duties, both in peacetime and during contingency operations.

1.10.4.2. The cadet must provide a valid family care arrangement plan to the detachment

commander to include the time the cadet will be in AFROTC, plus any subsequent technical school training.

1.10.4.3. The detachment commander, if satisfied with the cadet's family care arrangements, prepares and signs the following statement: "The applicant's family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training." File statement in section I of the cadet's UPRG. If the detachment commander is not satisfied with the validity of the cadet's family care arrangements, the commander will initiate a disenrollment action for failure to maintain military retention standards.

1.10.4.4. HQ AFROTC/RR is the final approval authority for all AFROTC dependent care plans.

1.10.5. Ensure that all applicants and cadets complete and recertify the AF IMT 3010 and Statement of Understanding: Air Force Dependency Policy (Figure 1.1) at the appropriate times, (e.g, upon application, just prior to enlistment, and anytime a change in dependency status occurs).

1.11. Air Force Officer Qualifying Test (AFOQT) Requirements. All applicants will take the AFOQT and achieve a minimum Verbal score of 15 and a minimum Quantitative score of 10. AFROTCI 36-2006 outlines procedures for requesting a waiver if an applicant/cadet fails to achieve these minimums. AFROTCI 36-2013 outlines minimum score requirements for rated eligibility.

1.12. Special Testing Requirements for Non-Native English-Speaking Cadets

1.12.1. POC applicants at the two Puerto Rico detachments must take the Defense Language Institute's (DLI) English Comprehension Level (ECL) Test and both detachments have ECL testing capability. They must also have an Oral Proficiency Interview (OPI) administered by representatives of the DLI who will visit these units periodically for this purpose. Senior cadets who have not met ECL or OPI criteria (figure 1.4) for commissioning must be re-administered these tests at least 90 days before the scheduled date of commission.

1.12.2. The following requirements apply at other detachments with non-native English-speaking cadets who have English comprehension or speaking problems, as identified by the detachment commander. Applicants may be referred to the nearest military enlistment processing station (MEPS) or other adjacent agency possessing ECL testing capability. Detachments may schedule a telephonic OPI by contacting the DLI English Language Center at Lackland AFB, TX. Tests are accomplished at no cost to the cadet or detachment (reference Figure 1.4).

1.12.3. HQ AFROTC/CC may waive the listed minimums for the ECL and the OPI for field training or POC entry requirements at detachments where DLI testing would be impractical. Submit applications for waiver to HQ AFROTC/RRFP via AFROTC IMT 22.

1.12.4. The detachment commander may waive OPI requirement prior to field training for those Puerto Rican 2-year applicants who apply too late for testing by DLI representatives. (In this case, enroll the cadet in pursuing status until the applicant successfully completes the DLI test.)

1.12.5. Detachments must limit the ECL testing of cadets to one administration per year. The following procedures apply:

1.12.5.1. The detachment commander may administer the ECL during the freshman year to determine who is eligible for POC entry or commissioning. Before POC entry, it is not necessary to retest cadets who score 80 or above as freshmen. Cadets who score 90 or more should not be retested.

1.12.5.2. AS200 cadets who have no scores (or disqualifying scores) may be tested at any time during the sophomore year, in-conjunction with the POC selection process (PSP) .

1.12.5.3. Detachments will not conduct any additional ECL testing except where the detachment commander has firm reason to believe the current test score does not reflect the cadet's true ability (e.g., wide disparity between test score and observed fluency; wide disparity between scores on two administrations; suspected cheating; etc.). No further testing for the purpose of determining eligibility is authorized, although the detachment commander may direct additional testing for the sole purpose of generating test data if desired. In no case may an ECL test be re-administered within a period of 30 days.

1.12.6. AS400 cadets with ECL scores below 90 or OPI scores below 2+/2+ must be retested NLT 90 days before the scheduled date of commissioning (DOC). If a cadet does not attain a qualifying score on both tests by the 90-day point (ECL only or at units where DLI is impractical) the detachment must submit an AFROTC IMT 22 to HQ AFROTC/RRFP for final determination.

1.13. Waiver of Disenrollment from Previous Officer Training

1.13.1. The detachment commander may approve waivers for former AFROTC cadets, who received a recommendation for future officer training on the DD Form 785, **Record of Disenrollment from Officer Candidate-Type Training**, section IV, blocks 1, 2, or 6.

1.13.1.1. When waiver is granted by the detachment commander, document an AFROTC IMT 16 and place in the UPRG. For previously disenrolled AFROTC cadets, contact HQ AFROTC/RRFP to reactivate the cadet's record in WINGS.

1.13.2. Former cadets from service academies or other service ROTC programs must receive a waiver of disenrollment approved by HQ AFROTC/RRFP prior to nomination for an EA or enlistment.

1.13.2.1. HQ AFROTC/RRFP is the approval authority for all other waivers of previous disenrollments. In addition to the required attachments, include a copy of the DD Form 785, **Record of Disenrollment From Officer Candidate-Type Training**, a handwritten

statement by the applicant stating the reason for disenrollment and DD Form 214, **Certificate of Release or Discharge from Active Duty**, (if previously enlisted or at a service academy). A USAFA cadet with an ADSC, must provide proof of release from the ADSC from the SecAF and HQ AFPC/DPAAES to the detachment commander for inclusion in the AFROTC IMT 22.

1.13.3. Any cadet who resigns or is eliminated from another source, **for an honor code violation** regardless of the recommendation on the DD Form 785 or DD Form 214, will not be allowed to compete for an EA. HQ AFOATS/CC or designated representative must approve a waiver.

1.13.4. Maintain a copy of all previous DD Forms 4, **Enlistment/Reenlistment Document Armed Forces of the United States**, of cadets disenrolled from former service academies or ROTC programs in cadet's UPRG. All DD Forms 4 are forwarded to HQ AFPC at time of commission and a date initially entered military service (DIEMS) is established.

1.14. Waiver of Prior Service

1.14.1. Applicants who were prior service members of any branch of the armed forces must have their prior service verified prior to granting membership. This verification is accomplished using the DD Form 214.

1.14.2. Verify the DD Form 214 as follows: **ALL** DD Forms 214 must have eligibility verified by HQ AFROTC/RRFP (except as indicated in paragraph 1.16.4). Send the following information: name, SSN, EMPLID, date of separation, and branch of service along with a copy of the DD Form 214 to HQ AFROTC/RRFP for verification.

1.14.3. If an applicant has a disqualifying Re-enlistment (RE) code, you may terminate the application or submit a waiver via AFROTC IMT 22 to HQ AFROTC/RRFP. Include a copy of the DD Form 214 and a statement from the individual explaining the reason for release or discharge. If the applicant was discharged for hardship, they must furnish proof of the termination of the condition existing at the time of discharge. **NOTE: If the member's copy of the DD Form 214 cannot be furnished, be sure to include the following information: Full name, SSN or service number, date of discharge, and component. As a minimum, the request must include:**

1.14.3.1. A personal statement that the hardship no longer exists.

1.14.3.2. Statements by members of the community who are familiar with the hardship conditions confirming the hardship no longer exists.

1.14.3.3. A statement of understanding that another hardship discharge may not be granted for similar reasons if hardship was due to chronic illness of parent or parent-in-law or other immediate family member.

1.14.4. DD Form 214 that does **not** need to be verified:

1.14.4.1. Active Reserve or Guard members conditionally released for the specific

purpose of entering AFROTC.

1.14.4.2. Individuals entering AFROTC through the Airman Scholarship and Commissioning Program (ASCP), POC Early Release Program (ERP), or Scholarships for Outstanding Airmen to ROTC (SOAR). (Reference AFI 36-2013)

1.14.4.3. While DD Form 214 is not required for enlistment, it must be requested after enlistment in the Obligated Reserve Section (ORS). This will ensure that all appropriate forms/IMTs are included in the UPRG for commissioning purposes, or in the event that discharge or disenrollment actions become necessary. Guard members with less than 90 consecutive days on EAD will not have a DD Form 214.

★1.15. AFROTC IMT 48, Planned Academic Program (or equivalent)

1.15.1. The academic plan is designed to ensure each applicant meets graduation and program completion requirements in a realistic manner, while maintaining two years in the POC; and, within the fiscal year of commissioning indicated on the AF IMT 1056. The detachment may develop or use a university developed academic program guide in lieu of the AFROTC IMT 48. If used, this optional plan must meet the requirements as defined in this section. Detachment personnel must ensure the cadet's academic program is realistic. Once the academic plan is established, at a minimum, **all cadets must have their academic plan reevaluated and recertified by their academic advisor every Fall term.** This will ensure the cadet is on schedule with their established graduation/commissioning date.

1.15.1.1. All cadets may complete it as soon as practical after the start of the academic year, **but NLT the end of their first term in AFROTC.**

1.15.2. Entry into the POC is programmed to permit concurrent completion of degree and commissioning requirements. The individual must program 2 academic years of full-time study, either undergraduate or graduate level, remaining in an accredited degree granting institution upon entry into the POC. The number of credit hours required for full-time student status during any term is the minimum number specified in the institutional catalog. If the institution does not specify a full-time enrollment, HQ AFROTC specifies a minimum of **12** hours for undergraduate level courses and **9** hours for graduate level courses, including AFROTC courses. If the institution does not give credit for AFROTC courses, then the number of hours required for minimum full-time status for POC or scholarship purposes for any given term may be reduced by an amount equal to the number of hours of the AFROTC coursework.

1.15.2.1. Time spent in a period of non-attendance (PNA) may be counted as part of the 2 academic years in those cases when concurrent POC enrollment is authorized. Do not submit applicants for POC membership whose academic programs show they will require a total of more than 1 academic year in completed status.

1.15.3. Individuals whose academic programs show they will require more terms to complete degree requirements than the number for which they are entitled to scholarship benefits, or who will have more than 2 academic years remaining upon POC entry, will be programmed for a period of completed status not to exceed one academic year. **PNA is not**

authorized in lieu of completed status.

1.15.4. Preparation of the AFROTC IMT 48

1.15.4.1.1. The AFROTC IMT 48 is prepared by the cadet and gives a tentative schedule of all courses (including summer sessions) to be taken from the time of program entry until commissioning. Prepare the AFROTC IMT 48 in pen or pencil; signatures must be in blue or black ink. If the course titles of electives are not known, list "Elective" and enter the number of proposed credit hours. Add actual course titles when they become known. Use the following instructions if completing the AFROTC IMT 48:

1.15.4.2. Section I - Administrative Data.

1.15.4.2.1. Block 1 (Name). Self-explanatory.

1.15.4.2.2. Block 2 (Academic Institution). Enter the institution from which the applicant or cadet will receive their degree and the AFROTC detachment they are attending. If they are both the same, only one entry is required.

1.15.4.2.3. Block 3 (Academic Major). Enter one major field of study.

1.15.4.2.3.1. Cadets pursuing an initial baccalaureate degree must satisfy the commissioning requirement of completing an established baccalaureate academic program. These cadets must indicate a major and schedule courses that will satisfy program requirements in a realistic manner, while maintaining two years in the POC. Since the cadet does not have a baccalaureate degree at the present time, this major must be reflected on the AF IMT 1056.

1.15.4.2.3.2. Cadets who have completed a baccalaureate degree must be working towards (taking at least one "core" course from their selected major every term) a desired degree program; pursuing a second bachelor's degree program or a graduate degree program. These cadets must indicate the current pursuing major and schedule courses in a manner that will satisfy any full-time student requirement in the most realistic but expeditious time, while maintaining two years in the POC. Annotate the AF IMT 1056 with the "pursuing" major **ONLY** if the cadet will complete necessary requirements to obtain a degree in the pursuing major. If by the time AFROTC training is completed the cadet will NOT successfully complete the necessary requirements associated with the pursuing major, annotate the AF IMT 1056 with the baccalaureate degree **previously** granted.

1.15.4.2.3.3. Minors and double majors **cannot** be reflected on the academic plan if doing so will hinder satisfying program objectives (receiving a baccalaureate degree). Cadets are authorized to pursue a double major or obtain a minor only upon the detachments receipt of an academic plan signed by an academic advisor establishing a valid date of commission for one major. Once this is complete, the cadet may add additional hours to already existing certified academic plan to meet the requirements of a minor or a second major. Adding additional hours must not

place the cadet at risk of taking too many hours a term or require unnecessary terms in extended status; or, change the already established commissioning date. If the cadet's academic plan satisfies this requirement, annotate the AFROTC IMT 1056 with **only** the major the cadet wishes to be accessed in the Air Force.

1.15.4.2.3.4. For scholarship cadets, (reference AFROTCI 36-2019).

1.15.4.2.4. Block 4 (Institutional Official Review). Accomplished by the institution academic advisor. If the advisor refuses to review the plan, a detachment officer must determine whether the individual can meet degree and commissioning requirements using the institutional catalog to ensure the courses listed for the applicable academic major are reflected on the AFROTC IMT 48. If the detachment officer concurs with the planned academic program, he/she must sign and date the AFROTC IMT 48 in the space marked "Institutional Official's Signature/Date." Attach a memorandum stating the reason an academic advisor did not review the academic plan.

1.15.4.2.5. Block 5 (Initial Review). Enter the specific degree (BA, BS, etc.) and the month and year (include fiscal year) the contracted degree is scheduled for completion. **Ensure the determined date of graduation (DOG) and DOC are realistic; many technical majors take 4.5 to 5 years to complete.** A cadet in an academic program that is traditionally 4.5 or 5 years in length should have a DOG and DOC reflecting that reality. Schedule such cadets for extended status. The cadet will then sign the appropriate block. A detachment officer will review all information on the IMT, sign and date block 5.

1.15.4.2.6. Block 6. Cadet must sign and date **after** all degree requirements have been successfully completed and graduation will occur as stated in Block 5.

1.15.4.3. Section II - Academic Plan. Annotate all courses planned for each term. (NOTE: If using the AFROTC IMT 48, the shaded areas are for detachment personnel use only and will be accomplished during term reviews.) Include summer terms, PNA, extended status, co-op, field training, and terms abroad.

1.15.4.3.1. Term. Enter the term designation such as fall, winter, spring, summer, and year for each academic term scheduled, e.g. spring '05.

1.15.4.3.2. Course Number. Enter the appropriate information as listed in the school catalog.

1.15.4.3.3. Course Title. Provide short, abbreviated course titles when possible. For example: "History and Principles of the Interpretation of the Bible" could be "Bible;" "General Psychology" could be "Gen Psy;" or "Inorganic Medical Chemistry" could be "Inorg Med Chem".

1.15.4.3.4. Credit Hours Attempted. Enter the number of credit hours for the specific term as specified for the course in the college catalog, regardless if the credit hours directly apply to the major. Once the credit hours for each course are annotated, add all hours under the column "Credit Hours Attempted" and place the sum value in the

“Total Credit Hours Attempted” block.

1.15.5. AFROTC IMT 48 Maintenance, re-evaluation, and re-accomplishment

1.15.5.1. **Retain the COMPLETE academic plan as a permanent record.** Corrections and revisions are acceptable. Make course changes by adding the new course in pen or pencil and lining out or erasing the changed course. Maintain only the current (complete) academic plan in the cadet’s UPRG. **NOTE: An AFROTC IMT 48 is only considered “complete” when all previously completed course work has been incorporated into the new plan.**

1.15.5.1.1. When requesting a new major through HQ AFROTC/RRFP, do NOT discard the old AFROTC IMT 48 until the new major has been approved and a new “complete” AFROTC IMT 48 has been obtained.

1.15.5.2. Reevaluation of academic plan. Once the academic plan is established; at a minimum, **all** cadets must have their academic plan reevaluated and recertified by their academic advisor **every fall term**. Recertification will be accomplished during the term counseling; during fall reevaluations, the academic advisor will review the entire academic plan to ensure the cadet is still on schedule to receive a degree and to graduate as indicated on the academic plan; or, make any necessary changes. Upon reevaluating the academic plan, the academic advisor will sign/date in the “remarks” section of the academic plan in the appropriate fall term the review is conducted.

1.15.5.3. Re-accomplishment of academic plan. A cadet is required to complete a new AFROTC IMT 48 when he/she changes academic major, institutions, or requires a DOG and / or DOC change into a new fiscal year. Cadets should begin with the current term and then complete each additional term to graduation. Ensure all previously completed coursework and previously signed AFROTC IMT 48s are incorporated into the new plan as it is only considered “complete” when **all** coursework is annotated.

★1.16. Special Student

1.16.1. Special students **are not** members. **Cadets are not authorized to enroll in POC classes without an EA unless they are Special Student with no intent to commission.** Special students may be:

1.16.1.1. Eligible for membership, but do not wish to pursue a commission.

1.16.1.2. Ineligible for membership and wish to take AS classes for academic credit only. See AFROTCI 36-2017, *AFROTC College Program*, for information on PMT restrictions.

1.16.1.2.1. Conscientious objectors

1.16.1.2.2. Present or former commissioned officers of any branch of the armed forces. **NOTE: Present or former warrant officers may be accepted for membership.**

1.16.1.3. Officers of the Health Services and Mental Health Administration and members of the National Oceanic and Atmospheric Administration.

1.16.1.4. Individuals on active duty with any military service (does not include cadets contracted under Airman Education and Commissioning Program). **NOTE: An enlisted member or warrant officer of the Reserve or National Guard of any service is eligible for entry and membership subject to requirements of this chapter.**

1.16.1.5. Students who engage in or acknowledge homosexual or bisexual conduct do not meet Air Force standards and are not eligible for AFROTC membership; reference AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*.

1.16.1.6. Students who do not or cannot meet the required standards of body mass index (BMI), physical fitness, appearance, decorum, discipline, and military performance.

1.16.1.7. Individuals disenrolled from a previous officer-training program, except as described in paragraph 1.14.

1.16.1.8. Individuals who received severance pay, separation pay, readjustment pay, Voluntary Separation Incentive, or Special Separation Benefit pay when released from active duty or discharged from any uniformed service.

1.16.2. An individual in special student status **is not** authorized to participate in LLAB without a waiver from the commander. Detachment commanders should review AFROTCI 36-2017, prior to authorizing a waiver to participate. Document waiver on AFROTC IMT 16.

1.17. Accreditation

1.17.1. The detachment commander may accredit GMC time spent in special student status. LLAB must be completed prior to accreditation.

1.17.2. Detachment commanders may accredit up to 1 year of the POC for time spent in special student status. Special students desiring accreditation must attend AS classes, LLAB, and meet all other normal POC entry and retention requirements, unless waived by HQ AFROTC/RRFP. Detachment commanders should allow entry into AS300, for accreditation, in only very unusual situations and coordinate with HQ AFROTC/RRFP. Using this method to allow an applicant, previously not selected during the selection process, to pursue an AFROTC allocation is not in the Air Force's best interest.

1.17.2.1. AS200 cadets who were not selected for an EA may remain in AFROTC as a completed GMC cadet (AS500), **not** as a special student (AS300) provided DOC is changed to new Fiscal year.

1.17.3. Use the AFROTC IMT 16 to place an individual in special student status. When a student is removed from special student status by elimination, no action is required except to use "det drop" to remove cadet from WINGS. .

1.17.4. Upon receipt of an EA, use the AFROTC IMT 16 to counsel cadets on the GMC/POC requirements.

1.18. Non-US Citizen Student

1.18.1. Non-US citizen students are not considered GMC/POC members, special students, or pursuing students. Counsel these students using the appropriate block on the AFROTC IMT 16. Non-US citizens are authorized to participate in the GMC, POC, and LLAB provided they are enrolled at a school hosting an AFROTC program or having a cross-town agreement or consortium agreement. No action is required to remove a student from non-US citizen student status for reasons of elimination except to use “det drop” to remove cadet from WINGS. Upon obtaining US citizenship and an EA, use the AFROTC IMT 16 to counsel cadet on appropriate GMC/POC requirements.

1.18.2. Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence, pursuing citizenship in the United States and have in their possession Immigration Form I-151 or I-551, **Alien Registration Receipt Card**, may participate.

1.18.3. Non-immigrant students (students not intending to establish permanent residence in US), who have been lawfully admitted in the United States and have enrolled and been accepted at host university may participate. Individuals in this status have acknowledged that they **do not** intend to apply for US citizenship.

1.18.4. Non-US citizen students are eligible to participate with the following exceptions:

1.18.4.1. They are not authorized to compete in any selection program.

1.18.4.2. They will not receive an EA. (**Exception: See below**)

1.18.4.3. They will not be enlisted.

1.18.4.4. They will not be commissioned.

1.18.4.5. They will not be administered the Oath of Allegiance, (AFROTC IMT 20, page 2).

1.18.4.6. For information on PMT restrictions (reference AFROTCI 36-2017)

1.18.5. **High quality** Non-US citizen students participating in AFROTC may compete for an EA and field training (FT) attendance.

1.18.5.1. Detachments will submit an AFROTC IMT 22 package to HQ AFROTC/RRFP; provided the cadet can obtain US citizenship within 12 months after PSP. Include proof of submission and status of citizenship application from the U.S. Citizenship and Immigration Service with package. Place cadets who received an EA and successfully completed FT in pursuing status until receipt of US citizenship status.

1.18.5.2. For all other Non-US citizens (immigrants), pursuing a commission, submit a letter to HQ AFROTC/RRFP requesting FT attendance. Individuals approved will be considered for a FT assignment, without an EA. **NOTE: Non-US citizens are not members of the POC.**

1.18.6. Accreditation: Detachment Commander may accredit time spent in non-US citizen student status IAW the guidelines outlined for special student status.

1.19. Military Status. Membership does not confer active-duty military status upon cadets. While contract cadets are inactive reservists in the Individual Ready Reserve, they are in civilian status and are not subject to the provisions of the Uniform Code of Military Justice. Status as cadets and reservists can make cadets eligible for certain benefits, such as limited use of morale, welfare, and recreation activities, reimbursement for travel to and from some AFROTC training events, and Air Force-funded medical care for injuries related to AFROTC training.

★Figure 1.1. Statement of Understanding for Air Force Dependency Policy (Sample)

I (Cadet's Name) have been briefed on the Air Force policies concerning family care responsibility and family care responsibility as an AFROTC retention standard. (A family member is any person over whom I have legal or physical custody or control, or who relies primarily upon me for their care, maintenance, or support regardless of age). In particular, I understand the following:

a. **(Applicant)** If I am unmarried (to include a common-law spouse) or married to a military member, and I have legal or physical custody of any person incapable of self-care; or, married to a civilian spouse and wish to enlist in the pay grade of E-3 or lower and have legal or physical custody of two or more family members incapable of self-care, I do not meet Air Force enlistment standards. In such a case, I will be placed on special student status with the understanding of my ineligibility to enlist or receive a commission in the United States Air Force unless HQ AFROTC or a higher headquarters grants a waiver. (This excludes Enlisted Commissioning Program cadets and cadets who have a conditional release from active duty Ready Reserve units of the ANGUS, USAFR, Army National Guard/Reserves, Naval Reserves, or Marine Corps Reserves; however, a family care plan approved by the detachment commander must be on file.)

b. **(Contract Cadet)** If I am unmarried (to include a common-law spouse) or married to a military member (including another contract AFROTC cadet), and become responsible for a family member or family members; or, married to a civilian spouse and enlisted in the pay grade E-3 or lower and have legal or physical custody of two or more family members incapable of self-care (through birth, marriage, court determination of parental or guardianship responsibility, divorce, or other means), I must create an adequate family care plan in accordance with Air Force Instruction 36-2908. If I am unable or unwilling to create or maintain such a family care plan, I may no longer meet AFROTC retention standards. In such a case, I would then be subject to disenrollment from AFROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to recoupment of my scholarship benefits or called to active duty in my enlisted grade.

Note: Cadet and Detachment Representative must sign and date a printed statement in the above format at time of application. Statement must be recertified by the cadet and Detachment representative at time of enlistment.

Figure 1.2. Outstanding and Deserving Profile Minimums to Request Age Waivers (commission only)

Factor	Minimum Standards of Performance
AFOQT Scores:	
Academic Aptitude	60
Verbal	60
Quantitative	50

Figure 1.3. Offenses that may be Waived by the Detachment Commander

(Category 1) Violations that do not require corroboration prior to detachment commander waiver: This list is a guide; commanders may waive offenses of a similar nature (to include boating offenses).

- Blocking or retarding traffic
- Crossing yellow line, driving left of center
- Disobeying traffic lights, signs, or signals
- Driving on shoulder
- Driving uninsured vehicle
- Driving with blocked or impaired vision
- Driving with expired plates or without plates
- Driving with suspended or revoked license; or, without license
- Driving without registration or with improper registration
- Driving wrong way on a one-way street
- Failure to display inspection sticker
- Failure to have vehicle under control
- Failure to keep to right or in proper lane
- Failure to signal
- Failure to stop or yield to pedestrian
- Failure to yield right-of-way
- Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint)
- Following too closely
- Improper backing
- Improper blowing of horn
- Improper passing
- Improper turn
- Improper parking (to include parking tickets on/off campus)
- Invalid or unofficial inspection sticker
- Leaving key in ignition
- License plates improperly displayed or not displayed
- Operating overloaded vehicle
- Playing vehicle radio/stereo too loud (noise/sound pollution)

Seat belt violation
 Speeding
 Spinning wheels; improper start
 Zigzagging or weaving in traffic

Figure 1.3. Continued

★Category 2: Violations that **require corroboration** prior to detachment commander waiver: (serious traffic and minor non-traffic offenses). **NOTE: When considering waivers for the offenses listed below, you must ensure the state does not consider the offense a felony offense. If they do, the commander may not waive the offense.**

Abusive language under circumstances to provoke breach of peace
 Careless or reckless driving (if alcohol related, a HQ AFROTC/RRFP waiver is required)
 Committing or creating a nuisance
 Curfew violation
 Damaging road signs
 Disorderly conduct, creating a disturbance, boisterous conduct and disturbing the peace
 Failure to appear for minor traffic offenses
 Failure to comply with an officer's direction
 Fare evasion (includes failure to pay turnstile fees)
 Fighting, participating in a brawl (if alcohol related, a HQ AFROTC/RRFP waiver is required)
 Illegal betting; gambling, operating illegal handbook, raffle, lottery, or punchboard, watching a cockfight
 Juvenile non-criminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward
 Liquor or alcoholic beverage: unlawful possession or consumption (if cadet is a minor, reference paragraph 1.5)
 Littering or dumping refuse on or near highway or other prohibited place
 Loitering
 Possession of indecent publications or pictures (other than child pornography or obscenity)
 Racing, drag racing, contest for speed
 Shoplifting, larceny, petty larceny, or theft (committed under age 14 years and value of stolen goods is \$50 or less)
 Trespass on property
 Unlawful assembly
 Vagrancy
 Vandalism: defacing or injuring public property, if damages are \$100 or less
 Violation of fireworks law
 Violation of fish and game laws

Figure 1.4. Minimum ECL/OPI Scores

Field Training/POC Entry		Commissioning
ECL	80	90
OPI	1+/1+	2+/2+

Chapter 2

MEMBERSHIP AND RETENTION STANDARDS

2.1. GMC Membership

2.1.1. Fully eligible students who formally participate in AS100 and or AS200 classes and LLAB while enrolled in school are members of the GMC and are GMC cadets. Cadets may be members of the GMC as a non-scholarship or scholarship cadet. GMC membership does not guarantee scholarship activation or POC entry. Special students are not GMC members.

2.1.2. Non-scholarship cadets:

2.1.2.1. Remain members of the GMC until they: voluntarily withdraw, are dismissed, are placed in Special Student status or enter the POC.

2.1.2.2. Not selected for POC entry may continue in both AS classes and LLAB until completion of the AS200 year.

2.1.3. Scholarship cadets remain members of the GMC until they enter the POC or are disenrolled.

★2.1.4. Completed GMC (AS500) cadets are members who have completed all GMC requirements and desire to remain in the program for future POC selection consideration. These cadets **do not** attend AS classes, but must participate in LLAB to a level determined by the detachment commander.

2.1.5. GMC Counseling. As a minimum, administer term counseling to all non-contract GMC cadets upon program entry and every fall term. **NOTE: GMC cadets on scholarship or scholarship designees must be counseled each term.** (Reference AFROTCI 36-2019).

2.2. GMC Membership Duration. The GMC normally covers 2 academic years. However, the detachment commander may authorize dual enrollment in the GMC (AS250) for 1 academic year, provided the cadet meets the requirements set forth in AFROTCI 36-2017. **NOTE: Concurrent enrollment in the GMC and POC is NOT authorized.**

2.3. GMC Accreditation

2.3.1. If a cadet requests GMC accreditation, the detachment commander may accredit the GMC for successful completion of military training as indicated below: **NOTE: Cadets with four or more years of academics remaining are ineligible for GMC accreditation without prior HQ AFROTC/RRFP approval via AFROTC IMT 22 package. If approved, complete memorandum indicating length and type of accreditation granted signed by the detachment commander and file in cadets UPRG (with transcripts, section 2).**

2.3.1.1. Military Service. The detachment commander may accredit the entire GMC for any verified periods of honorable service of 180 consecutive days or more, on extended active duty for training in enlisted status, where a break in service is less than two years. Time spent in enlisted status while enrolled in an officer-commissioning program qualifies only if the individual was already in enlisted status when they entered the program.

2.3.1.2. Junior ROTC (High School-Level). Certification of successful completion of the applicable phases of junior ROTC of any United States Armed Forces (including National Defense Cadet Corps Training) is necessary before granting credit for this type of training. AFJROTC IMT 310, **AFJROTC Certificate of Completion**, or AF Form 1256, **Certificate of Training**, are the only acceptable documents to verify successful completion of AFJROTC. Similar certificates from the other services or high school transcripts may be used to verify junior ROTC completion in another service. Attach proof of completion to the AFROTC IMT 20 and place it in the cadet's UPRG. The detachment commander may grant accreditation as follows:

2.3.1.2.1. Three or four years of junior ROTC is considered equal to either year of the GMC. Normally, this is 2 semesters, 3 quarters, or an equivalent number of academic terms that comprise a maximum of 1 academic year.

2.3.1.2.2. Two years of junior ROTC is considered equal to one academic term of the GMC.

2.3.1.2.3. No credit is given for less than 2 years of junior ROTC.

2.3.2. Military School ROTC (High School-Level). The detachment commander may accredit the GMC, or portions of the GMC, based on previous ROTC training of any United States Armed Forces component at a military school. Use the AFJROTC IMT 310 to verify completion of 3 or 4 years of AFJROTC. Use the AF Form 1256 along with the individual's military high school transcript, to verify completion of 2 years of AFJROTC at a military school. Similar certificates from the other services or high school transcripts may be used to verify junior ROTC completion in another service. Attach proof of completion to the AFROTC IMT 20 and place it in the cadet's UPRG. After verification of training, grant equivalent credit as follows:

2.3.2.1. 4-years of military school ROTC training is considered equal to the entire GMC.

2.3.2.2. 3-years of military school ROTC training is considered equal to 3 semesters, 4 quarters, or an equivalent number of academic terms which comprise a maximum of 1 1/2 academic years.

2.3.2.3. 2-years of military school ROTC training is considered equal to either year of the GMC.

2.3.2.4. No credit is given for less than 2 years of ROTC training at a military school.

2.3.3. Senior ROTC (College-Level). The detachment commander may accredit, on a year-

for-year or term-for-term basis, as much of the GMC as is considered equivalent to previous training received in the senior division of Army or Naval ROTC. Before granting credit for Army or Naval training however, the detachment commander will correspond with the appropriate professor of military science (PMS) or professor of naval science (PNS) to ensure Army or Naval records indicate the individual is a satisfactory candidate for AFROTC training based on their past ROTC training. Applicants who have completed only the first or basic FT program of Army or Naval ROTC are validated as meeting the preliminary requirement of 90 contact hours for admission to the advanced course (POC) as prescribed by Public Law 88-647, Section 2104. Cadets accredited the entire GMC are authorized to attend a standard encampment.

2.3.4. Service Academy. The detachment commander may accredit, on a year-for-year or term-for-term basis, as much of the GMC as is considered equivalent to previous training at a service academy (Army, Navy, Air Force, Coast Guard, or Merchant Marine) or a service academy preparatory school.

2.3.5. Civil Air Patrol (CAP) Awards. The detachment commander may accredit portions of the GMC for receipt of a CAP award. Obtain a copy of the certificate of award from the individual, attach it to the AFROTC IMT 20, and place it in the cadet's UPRG. Only the highest award is accredited. The awards are not cumulative.

2.3.5.1. The Carl A. Spaatz Award (may be shown as Phase 4) is considered as being equal to three semesters, four quarters, or an equivalent number of other academic terms that comprise a maximum of 1 1/2 academic years.

2.3.5.2. The Amelia Earhart Award is considered equal to either year of the GMC.

2.3.5.3. The Billy Mitchell Award is considered equal to any academic term of the GMC.

2.4. Transfer of GMC Cadets

2.4.1. Interservice Transfer. A non-scholarship GMC cadet may transfer to Army or Naval ROTC if accepted by the PMS or PNS. A member of the Army (AROTC) or Naval (NROTC) equivalent of the GMC may transfer to the GMC if qualified for membership.

2.4.2. Non-scholarship GMC cadets may transfer to another AFROTC detachment. The gaining detachment will request all pertinent cadet records and a recommendation for continued membership. The losing detachment must complete the transfer by updating WINGS.

2.4.3. Transfer of Scholarship Cadets. (For transfer of AFROTC scholarship cadets from school to school, reference AFROTCI 36-2019) HQ AFROTC/RRFP must approve conditional release of contract cadets to AROTC and NROTC. Submit requests for conditional release via AFROTC IMT 22 to HQ AFROTC/RRFP and include the written letter of acceptance from the PMS or PNS. If approved, the cadet may enlist in AROTC or NROTC. Contract cadets accepted to the USAFA are automatically approved for conditional release from AFROTC pending enlistment at USAFA. Upon verification of enlistment, the following actions are required:

2.4.3.1. Complete the disenrollment case file (reference AFROTCI 36-2015).

2.4.3.2. Stop pay according to AFROTCI 65-101, AFROTC Financial Management–Cadet Program.

2.5. Transfer Before Enlistment

2.5.1. If an cadet elects to transfer to another school hosting AFROTC before being contracted, the following procedures apply:

2.5.1.1. The EA transfers with the student.

2.5.1.2. The losing detachment must complete the transfer by updating WINGS.

2.5.1.3. For scholarship designees refer to AFROTCI 36-2019.

2.6. POC. The POC consists of AS300 and AS400 classes and LLAB. The POC is the third and fourth years of the 4-year program or the first and second years of the 2-year program. The POC entry date is the first day of institutional classes at the beginning of the POC. **NOTE: Although cadets in pursuing status are not POC members, their time (one academic term; reference paragraph 2.12) is accredited towards the POC.** Update POC entry date retroactively to the first day of institutional classes in the term the cadet began participating in AS300 or AS400 classes.

★2.7. POC Membership

2.7.1. Students who have met all eligibility requirements, have been enlisted in the Obligated Reserve Section (ORS), and attend POC classes and LLAB while enrolled in school (or have a PNA authorized) are members of the POC.

2.7.2. Cadets become POC members on the first day of institutional classes.

2.7.3. POC scholarship cadets who lose their scholarship due to inability to meet scholarship academic retention standards (reference AFROTCI 36-2019) may remain POC members if they continue to meet contract cadet retention standards or as directed by HQ AFROTC.

2.8. POC Membership Duration

2.8.1. The POC normally consists of 2 full academic years. An individual remains a POC member until disenrolled or commissioned. **NOTE: All cadets must be commissioned within 30 days after completion of POC or academic requirements, whichever is later.** Exceptions are as follows:

2.8.1.1. Concurrent Enrollment – AS450 Cadet. The detachment commander may authorize a POC member to enroll concurrently in two POC courses for a maximum of 1 academic term, provided the period between the cadet's entry into the POC and graduation is not reduced to less than 2 academic years and provided the cadet is participating in an authorized PNA program (reference paragraph 2.26). Reference

AFROTCI 36-2017 for completion of LLAB goals during the period of concurrent enrollment. HQ AFROTC/RRFP approval is required for a cadet to concurrently enroll in situations not covered in this paragraph. Submit waiver requests to HQ AFROTC/RRFP. **NOTE: Concurrent enrollment in the GMC and POC is NOT authorized.**

★2.9. POC Entrance Requirements

2.9.1.1. The cadet must successfully complete the GMC (as applicable), have a POC EA and attend field training (or be properly deferred).

2.9.1.2. Cadets who complete FT and receive an overall rating of “Marginal” or “Unsatisfactory” are **not** eligible for enlistment or entry into the POC and must be investigated for disenrollment (contracted) or dismissed.

2.9.1.3. Two-year program applicants for the POC must complete the academic phase of an extended encampment with an overall grade of 70 percent or higher.

2.9.2. The cadet must be in good academic standing. For example, cadets on academic probation do not enter the POC and must be in pursuing status.

2.9.3. The minimum **cumulative** grade point average (CGPA) for admission into the POC is **2.0** on a 4.0 scale (including transfer courses if reflected in the school's evaluation, also see paragraph 5.4). If the cadet's GPA does not meet the minimum requirements, consider the student "not" to be in good academic standing (AFROTC) even if the school has not issued a formal notice (academic notice, warning, probation, etc.). **NOTE: Cadets must have minimum CGPA of 2.0 to compete for enrollment allocation.**

2.9.3.1. At those schools that do not specify a term or cumulative GPA for good standing, the detachment commander must ensure the individual possesses a minimum term and cumulative (where required) GPA of 2.0 on a 4.0 scale. In the absence of a grading system that can be converted into a numerically expressed GPA, the school's requirement for good standing will apply.

2.9.3.2. If a transfer student is in good academic standing, the student may be admitted into the POC. If a transfer student is **not** in good academic standing, submit a waiver request to HQ AFROTC/RRFP. Adverse action is not necessary if institutional policy places all transfer students in probation status for the first term.

2.9.4. For scholarship academic requirements, reference AFROTCI 36-2019.

2.10. Accreditation of POC

2.10.1.1. Detachment Commander may accredit, on a year-for-year or term-for-term basis, up to 1 year of the POC for equivalent training during the last 2 years of a service academy or during the last 2 years of the senior division of Army or Naval ROTC.

2.10.1.2. When considering POC accreditation, only credit as little as necessary. Place the new cadet in AS class corresponding to DOC. For example, if a Navy ROTC cadet

has had 300 level classes, but requires 2 years to complete a degree, place the cadet in AS300 class. This will allow for 2 full years of AFROTC POC experience.

2.10.2. HQ AFROTC. Submit requests via AFROTC IMT 22 to HQ AFROTC/RRFP for accreditation of the following:

2.10.2.1. One additional POC term for a former service academy cadet who was disenrolled from the academy after successful completion of the first half of the senior year. Former academy cadets must complete at least 1 semester or 2 quarters in the POC to be commissioned through AFROTC. Cadets will attend a standard FT encampment.

2.10.2.2. One additional POC term for a former senior division Army or Naval ROTC cadet who was disenrolled after successful completion of at least one academic term of the final year of senior division ROTC. Former Army or Naval ROTC cadets must complete at least 1 semester or 2 quarters in the AFROTC POC to be commissioned through AFROTC. If an ROTC cadet from another service has not spent a minimum of 1 semester or 2 quarters in the AFROTC POC, then the cadet must use the procedures contained in AFROTCI 36-2018, *AFROTC Special Actions Program*, in order to secure an Air Force commission. These cadets will complete an extended FT encampment.

2.11. Transfer of POC Cadets

2.11.1. Inter-service Transfer:

2.11.1.1. Transfer from the Army ROTC (AROTC) or Naval ROTC (NROTC) to AFROTC. A contract AROTC or NROTC cadet may transfer to AFROTC subject to the written approval of the PMS or PNS and the AFROTC detachment commander. Forward requests for an EA via AFROTC IMT 22 to HQ AFROTC/RRFP and include a copy of the conditional release from NROTC or AROTC.

2.11.1.2. Transfer from AFROTC to AROTC, NROTC or USAFA. HQ AFROTC/RRFP must approve conditional release of contract cadets to AROTC and NROTC. Submit requests via AFROTC IMT 22 to HQ AFROTC/RRFP and include the written acceptance from the PMS or PNS. If HQ AFROTC approves the conditional release, the cadet may enlist in AROTC or NROTC. Contract cadets accepted to the USAFA are automatically approved for conditional release from AFROTC pending enlistment at USAFA. Upon verification of enlistment, the following actions are required:

2.11.1.2.1. Complete the disenrollment case file in accordance with AFROTCI 36-2015.

2.11.1.2.2. Stop pay according to AFOATSI 65-101,

2.11.1.2.3. Notify HQ AFPC/DPPAO if an AFROTC IMT 53, **Cadet Assignment Preference Worksheet**, was submitted.

2.11.1.3. Transfer of Extended Cadets. An extended cadet may transfer to or from AFROTC in order to accept a direct appointment and commission as directed by

AFROTCI 36-2018.

2.11.2. Transfer of POC cadets between AFROTC detachments. Non-scholarship POC cadets may transfer between detachments with the agreement of both commanders.

2.11.2.1. Actions by the Losing Detachment:

2.11.2.1.1. Upon receipt of notification from the gaining detachment that the cadet is attending institutional and AFROTC classes, the following actions are required:

2.11.2.1.1.1. Provide the gaining detachment with a statement of subsistence entitlement received.

2.11.2.1.1.2. Forward the cadet's UPRG to the gaining detachment.

2.11.2.1.1.3. Update WINGS.

2.11.2.1.2. If notified by the gaining detachment that the cadet did not enroll in an AS class, LLAB, and institutional classes as a full-time student, initiate a disenrollment investigation.

2.11.2.2. Actions by the Gaining Detachment:

2.11.2.2.1. Review the new AFROTC IMT 48 (or equivalent) and verify the cadet is accepted by the institution in the academic major in which the cadet is currently contracted. Use of college academic advisors to verify the academic plan is highly encouraged.

2.11.2.2.2. Verify with the losing detachment that the fiscal year of commissioning indicated on the AF IMT 1056 is consistent with the DOG and DOC indicated on the AFROTC IMT 48 (or equivalent), and can be met at the institution.

2.11.2.2.3. Ensure the cadet is enrolled in an AS class, LLAB, and institutional classes as a full-time student.

2.11.2.2.4. If a cadet does not enroll in an AS class, LLAB, and institutional classes as a full-time student in the currently contracted academic major by the first day of institutional classes, notify the losing detachment. Responsibility and control for the continued participation in the AFROTC program is vested with the losing detachment. Any administrative action relative to a cadet's continued participation remains the responsibility of the losing detachment.

2.11.3. Transfer of Scholarship POC Cadets (reference AFROTCI 36-2019).

2.12. Pursuing Student

2.12.1. Pursuing students are **not** POC members; however, they:

2.12.1.1. Hold an EA.

2.12.1.2. Have attended FT or been properly deferred.

2.12.1.3. Are temporarily ineligible to enlist as a result of a condition that is expected to be corrected within one academic term.

2.12.1.4. Have enrolled in AS300 or 400 class and LLAB.

2.12.1.5. Must be a full-time student. **NOTE: Contract cadets cannot be placed in pursuing status.**

2.12.2. Detachment commanders may authorize POC applicants a maximum of one term of pursuing status.

2.12.3. Pursuing status is effective the first day of host institutional classes.

2.12.4. Pursuing students must either be enlisted into the POC within one academic term or within 10 workdays of the next term. If unable to enlist, an extension may be requested via AFROTC IMT 22 to HQ AFROTC/RRFP.

2.12.5. Time spent in pursuing status applies toward the 2 academic years of the POC.

2.12.6. Pursuing students are not entitled to subsistence allowance or retroactive payment if later admitted to contract cadet status.

2.12.7. Use the AFROTC IMT 16 to counsel and place cadets in pursuing status; and, to place cadets on a consecutive term of pursuing status if approved by HQ AFROTC/RRFP. Ensure effective dates are accurately reflected on the AFROTC IMT 16. If not enlisted or approved for a 2nd term of pursuing status, drop the cadet from WINGS and notify HQ AFROTC/RRFP that the EA is no longer needed.

2.13. Extended Cadet (AS700, AS800).

2.13.1. These are cadets who have successfully completed all AS classes but have not yet finished degree requirements. Extended cadets must continue to participate in LLAB at a level determined by the detachment commander, maintain AFROTC military and academic retention standards, and continue to receive a term review each term.

2.13.2. A detachment commander may authorize an extended cadet no more than 1 academic year in completed status. This status begins the day following completion of AFROTC AS classes.

2.13.3. An extended cadet is entitled to certain cadet benefits (for example, space available travel).

2.13.4. An extended cadet must continue to meet all POC retention standards until commissioning.

2.13.5. Corps participation requirements for extended cadets are contained in AFROTCI 36-

2017.

2.13.6. Use the AFROTC IMT 16 to place cadets in extended status.

2.14. Contract Cadet Counseling Requirements

2.14.1. General. Counseling provides the means to ensure a cadet understands the retention standards and the consequences should these standards not be met, and to review performance. These sessions provide an opportunity to identify positive achievements as well as address deficiencies. Counseling provides the necessary documentation trail should adverse actions become necessary. Use the AFROTC IMT 16 to document each counseling session.

2.14.2. For any situation that could adversely affect a cadets continuation in the program, the detachment must take immediate action to notify and counsel the cadet. Use all means available to contact the student and document these attempts in the UPRG.

2.14.3. All contract cadets seeking an EA must be counseled, that if they do not compete favorably against other applicants during PSP, an investigation for disenrollment will be initiated. **Meeting minimum scholarship retention standards does not guarantee the cadet an EA.** Counsel contract cadets each academic term on the following:

2.14.3.1. Academic retention standards

2.14.3.2. Military retention standards

2.14.3.3. Medical retention standards (reference chapter 3).

2.14.3.4. Scholarship activation, temporary inactivation, suspension, reactivation, and termination (if applicable), (reference AFROTCI 36-2019).

★2.15. Academic Retention Standards

2.15.1. Academic retention standards are those minimal institutional grade requirements and AFROTC grade requirements needed for retention in the AFROTC program or retention of a scholarship. Failure to meet academic retention standards could result in an investigation for disenrollment (reference AFROTCI 36-2015).

2.15.1.1. Non-scholarship GMC cadets must meet military and academic retention requirements for the PSP prior to submission for an EA (reference AFROTCI 36-2013)

2.15.2. For minimum GPA and grade requirements for scholarship cadets refer to AFROTCI 36-2019 and Table 2.1.

2.15.3. Minimum GPA and grade requirements for membership is a TGPA of 2.0 or higher on a 4.0 scale (unless the institution specifies a higher TGPA to be considered “in good academic standing”).

2.15.3.1. At institutions where transfer credits and or AS classes are not recognized as part of the GPA, complete the GPA calculation. (Reference Chapter 5)

2.15.4. Grade Requirements:

2.15.4.1. Cadets must receive a grade of “C-” or better in AS classes and LLAB. When LLAB is graded on a Pass/Fail system; cadets must receive a passing grade. When the cadet receives a grade of “D” or “F” in AS class or LLAB, the cadet must be investigated for disenrollment.

2.15.4.2. Cadets who receive a final grade of “F” or the institutional equivalent in a single academic term are not maintaining AFROTC academic retention standards and must receive a conditional event. **NOTE:** In situations where the detachment commander feels further information regarding the failure is warranted, AFROTC IMT 704, **Academic Performance Inquiry**, may be used to obtain information from academic instructors regarding the AFROTC cadet's academic efforts in courses in which academic standards have not been met.

2.15.4.3. Any grade (in a core course) which requires a course to be retaken for degree accreditation is considered an “F equivalent”. For example, if a grade of “D” in a senior-level core course is not acceptable for the degree and must be retaken, it is a failure to maintain academic standards (reference Table 2.1).

2.15.4.4. An “I” (incomplete) or its equivalent (e.g., “DF,” Deferred) If the “I” grade is not resolved by the end of the next academic term or the cadet receives a failing grade, award a conditional event. In all cases, monitor the “I” until there is resolution and a final grade has been awarded. Counsel via AFROTC IMT 16.

2.15.4.5. Summer or mini-session terms are not considered a “regular” term. Detachments will review and take action any time a cadet receiving summer entitlements fails to meet applicable academic standards (reference Table 2.1).

2.15.4.6. Timely grade changes based upon mistakes or a reevaluation by an instructor should be accepted. Commanders should not consider grade changes done after a cadet's failure to complete academic responsibilities. In such cases, use the initial grade to determine appropriate actions. Also, use the initially issued GPA for the next term. For subsequent terms, use the GPA on the transcripts. Document all grade changes and maintain in the cadet's records for the life of the record.

2.15.4.7. For schools that have a “forgiveness rule” (i.e., permit a student who receives a failing grade in a class to retake that same class and have their “F” grade replaced with the new grade), use the actual GPA and grades received for the term to determine appropriate actions. That is, they need to “suffer the consequences” for their actions (an “F”, low TGPA, etc.) when they occur. If the university later removes or averages a grade because the student repeated and successfully passed the same course, the action (conditional, suspension, etc.) remains. For subsequent terms, use the TGPA on the transcript in determining appropriate actions.

- 2.15.4.7.1. If a freshman uses a school's "forgiveness rule," the grades must be replaced with the repeat course grades and the student must attain "sophomore standing" as defined by the school. Both of these conditions must be satisfied at the end of the normal freshman academic year to retain a scholarship or offer.
- 2.15.4.8. Non-line Cadets. Cadets contracted in certain non-line categories must meet additional academic requirements (reference AFROTCI 36-2013).
- 2.15.4.9. Full-Time Student. GMC / POC members and cadets in pursuing status must be full-time students at the host school or a combination of the host school and an institution having a cross-town or consortium arrangement (except during summer terms). The number of credit hours required for full-time student status during any academic term is the minimum number specified in the institutional catalog.
- 2.15.4.10. If the institution does not specify a full-time enrollment, AFROTC specifies a minimum of 12 hours of undergraduate level courses or 9 hours of graduate level courses except during summer terms, including AFROTC courses. If a school does not give effective credit for AFROTC courses, the number of hours required for minimum full-time status for POC purposes for any given term may be reduced by an amount equal to the number of hours of the AFROTC course.
- 2.15.4.11. Correspondence, independent study, TV, internet, or other means of non-traditional courses may count toward the minimum number of credit hours which must be taken to qualify as a full-time student. To make a determination the detachment must verify:
- 2.15.4.11.1. Course is accepted, accredited, and graded by the university the cadet is attending.
- 2.15.4.11.2. Not more than 3 non-traditional courses in any one academic year.
- 2.15.4.12. Audit courses do not count toward the minimum number of credit hours that must be taken to qualify as a full-time student unless approved by HQ AFROTC/RRFP in advance.
- 2.15.4.13. Classes taken at an institution that does not have a cross-town or consortium agreement does not count towards the minimum number of credit hours that must be taken to qualify as a full-time student unless approved by HQ AFROTC/RRFP in advance.
- 2.15.4.14. Repeat coursework counts toward full-time student status (reference AFROTCI 36-2019 for scholarship cadets).
- 2.15.4.15. If a **contract** cadet fails to maintain full-time student status prior to their final term, award a conditional event as prescribed in paragraph 2.20. **NOTE: A cadet is NOT required to maintain full-time status their last term.**

2.16. Date of Graduation (DOG) and DOC.

2.16.1. Cadets must graduate and commission in the fiscal year (FY) stated on their AF IMT 1056. When a cadet cannot meet a scheduled DOG and DOC for any reason, the detachment must take immediate action to change the DOG and DOC or investigate for disenrollment. **NOTE: Detachments must notify AFPC when a DOG/DOC change occurs after submission of the AFROTC IMT 53** (reference AFROTCI 36-2018).

2.16.2. Prior to submitting a contracted cadet for an EA, the detachment commander may approve a DOG and DOC change into a new fiscal year provided doing so does not put the cadet in completed status for more than one year. During this same period, detachment commanders may approve an initial change from an OGY (General Studies) scholarship, awarded through the College Scholarship Program, to a specific major as declared by the cadet. Update new information in WINGS prior to submitting the cadet for an EA. Any subsequent DOG/DOC change into a new fiscal year requires an AFROTC IMT 22 to HQ AFROTC/RRFP. Once a major is changed from OGY to a specific major, any additional major changes must comply with procedures established below.

2.16.3. The detachment commander may approve a DOG and DOC change within the same fiscal year. (reference AFROTCI 36-2019 for scholarship entitlements and AFI 36-2013 for POC-ERP students).

2.16.4. If the detachment commander desires to continue a POC contract cadet in AFROTC whose desired DOG and DOC change falls outside the cadet's presently contracted fiscal year, the detachment must submit an AFROTC IMT 22 to HQ AFROTC/RRFP.

★2.17. Academic Major

2.17.1. Cadets must graduate in the academic major stated on their AF IMT 1056. When cadets cannot continue in their contracted academic major or when cadets desire to change academic majors, including cadets requesting major changes after submitting for an EA; the following applies (Refer to AFROTCI 36-2019 for scholarship cadets):

2.17.1.1. Detachment commanders can approve major changes from non-technical to non-technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC IMT 22 to HQ AFROTC/RRFP.

2.17.1.2. Detachment commanders can approve major changes from non-technical to technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC IMT 22 to HQ AFROTC/RRFP.

2.17.1.3. Any major change not within the detachment commander's approval authority requires approval **prior** to the cadet changing majors. Submit an AFROTC IMT 22 to HQ AFROTC/RRFP.

2.17.1.4. Upon approval of a major change request, verify WINGS has been updated and

if not, forward the change via a trouble ticket through WINGS.

2.17.1.5. For scholarship cadets reference AFROTCI 36-2019.

2.17.1.6. **Non-Line ONLY**. Any non-line cadet requesting an academic major change that will alter the status of their present or upcoming contracted category or DOG/DOC must be approved by HQ AFROTC/RRFP via an AFROTC IMT 22 request.

2.18. EA/Category:

2.18.1. Cadets must be commissioned in the category stated on their AF IMT 1056.

2.18.2. Additional academic retention standards are required for cadets to retain certain categories. Cadets not meeting the following requirements after award, will lose their respective category and must re-compete once eligible. All individuals who lose their category are re-categorized to "Officer Candidate."

2.18.2.1. Pre-Health/Dentistry. Cadets categorized as Pre-Health/Dentistry **MUST** maintain a cumulative GPA of 3.30.

2.18.2.2. Biomedical Science Corps (BSC)/Nursing. Cadets categorized in the BSC or Nurse category must maintain good academic standing with the institution.

2.18.3. Changes in category require coordination with HQ AFROTC/RRFP and update the AF IMT 1056 using the changes page (reference figure 4.1).

2.19. Term Reviews

2.19.1. A detachment officer will conduct term reviews as follows:

2.19.1.1. Verify commissioning FY and academic major annotated on the AF IMT 1056 matches information listed on the Student Management Roster (SMR) and the AFROTC IMT 48 (or equivalent).

2.19.1.2. Conduct mandatory counseling requirements and term reviews using the AFROTC IMT 16.

2.19.2. Review the cadet's academic performance during the previous term and annotate the cadet's academic plan. Using the cadet's grade report or transcript, ensure the cadet has made acceptable academic progress, annotate the "Credit Hours Completed" (if no credit is given for a class enter "0"), and any "deviations."

2.19.2.1. Review the cadet's academic plan for the current term. Ensure the cadet is enrolled in the courses listed on the academic plan, and that the cadet is a full-time student. Term reviews are considered complete when the "Student" and "Reviewer" enter their signatures (in ink) in the applicable blocks of the AFROTC IMT 48 for the **current** term and AFROTC IMT 16 is signed. Maintain the transcript or grade report used during this review in the cadet's UPRG until a more current transcript is received. The

thoroughness and accuracy of term reviews are important in determining a cadet's academic progression. Complete term reviews by midpoint of the term. If midterm grades are accessible, perform counseling within two weeks after grades are received.

2.19.2.2. Use the "deviations" block to identify academic plan deviations normally resulting from substandard academic performance. Enter "F" for course failure, "I" for incomplete, or "W" for course withdrawals. If a cadet receives an "F" (or equivalent), or withdraws from a required course, add the course to a future term and line it off the previous term. Since the entry is self-explanatory, no remarks are required. If a course change results from other factors, such as classes are full, student prefers to take a different class than originally planned, etc., simply line through or erase the old course and enter the new course. Do not enter deviation codes for such entries.

★2.20. Conditional Event

2.20.1. Contract members who fail to maintain retention standards will receive a "conditional." Counsel via AFROTC IMT 16 on the deficiency that resulted in the conditional. **NOTE: Any time a cadet fails to meet a retention standard or if the detachment commander deems warranted (e.g., excessive counseling), regardless of term, award a conditional and document accordingly. If a cadet fails to maintain two separate retention factors in a single term, document each incident on a separate AFROTC IMT 16. These count as two separate conditionals. EXCEPTION:** if a cadet receives more than one failing grade (to include "I" incomplete) in the given term **OR** the term GPA drops below 2.0 as a result of the failing grades in that term, **only count as one** conditional. Upon awarding a cadet a fourth and any subsequent conditional (third if the cadet is within 12 months of DOC or has 3 CE's ALL for academic failures), investigate for disenrollment. Scholarship termination or initiation of a disenrollment investigation does not eliminate the requirement of awarding the cadet with a conditional. A decision to retain a cadet receiving a fourth, or additional, conditional does not diminish AFROTC's right to cite the deficiencies as grounds for subsequent disenrollment. Reference Table 2.1 for matrix and schedule for conditional events.

2.20.2. Directed Conditional Event. A directed conditional is mandated by HQ AFROTC and "counts" as a conditional (unless stated otherwise in AFROTC instructions).

2.20.3. Documentation. Effective date of conditional is the date of event. However, if a retention failure occurs or is identified after the last day of host institutional classes; then the effective date will be the first day of host institutional classes in the subsequent regular term. **NOTE: If additional time is required for documenting or determining a conditional; the effective date will be the date of the event that led to the conditional.**

2.21. Homosexual or Bisexual Conduct.

2.21.1. Homosexual or bisexual conduct is incompatible with military service. Students who engage in or acknowledge homosexual or bisexual conduct do not meet Air Force standards and are not eligible for AFROTC membership (reference AFI-36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories*).

2.21.2. When evidence of a cadet's homosexual conduct is brought to the attention of the detachment commander by a third party, the commander will contact AFOATS/JA immediately for further guidance.

2.22. Military Retention Standards

2.22.1. Military retention standards are those standards expected of officer candidates to include, but not limited to, moral character, bearing and behavior, physical fitness, professional conduct and relationships, appearance, meeting contracted retention standards, and other standards as prescribed by Air Force directives. Failure to meet any military retention standard may result in dismissal (non-contract)/investigation for disenrollment.

2.22.2. Undesirable Character Traits

2.22.2.1. Cadets must not possess traits that interfere with their effectiveness and performance as officer candidates. Character traits and personal attributes that detract from the traditional officer values of self-discipline, pride, loyalty, integrity, commitment, and *esprit de corps* will not be tolerated in contract cadets.

2.22.2.2. Undesirable character traits are learned attitudes and perspectives which are difficult to “unlearn”. Examples include dishonesty, racism, bigotry, chauvinism, etc.

2.22.3. Weight or Physical Fitness. Contract cadets and cadets competing for an EA must successfully meet appropriate BMI and physical fitness requirements IAW AFI 10-248, *Fitness Program*, DoDI 1308.3, *DoD Physical Fitness Program*, and AFROTCI 36-2007, *AFROTC Weight and Fitness Program*. Refer to table 2.1 for contract cadets who fail to meet prescribed standards.

2.23. Other Retention Standards

2.23.1. This section includes other standards that make a cadet ineligible for a commission. Examples include: claim as a conscientious objector; refusal to accept assignment or duties involving the use of nuclear weapons or combat; inability to successfully complete a National Agency Check etc.

2.23.2. Air Force ROTC members are prohibited from actively participating (active participation includes publicly demonstrating or rallying, fund raising, recruiting and training members, organizing, or leading) in the following types of dissident organizations:

2.23.2.1. Those supporting supremacist causes or advocating illegal discrimination, based on race, creed, color, sex, religion, national origin, or ethnic group.

2.23.2.2. Those advocating the use of force or violence, or otherwise engaging in efforts to deprive individuals of their civil rights.

2.23.2.3. Mere membership in these types of organizations, while discouraged, is not prohibited.

2.24. Period of Non-attendance (PNA)/Term Abroad (Contract Cadets Only)

2.24.1. A period of absence from school and or AS classes and LLAB.

2.24.2. Detachment commanders may authorize up to one term of PNA/Term Abroad for **mandatory** academic absences only (i.e., student teaching requirements, nursing school clinicals, etc.). Adjust academic plan to reflect dual enrollment for one term to ensure scheduled commissioning date is maintained.

2.24.3. Any other situation should be requested through HQ AFROTC/RRFP for approval via an AFROTC IMT 22.

2.24.4. For scholarship cadets, refer to AFROTCI 36-2019.

2.24.5. Use the AFROTC IMT 16 to place in or remove from PNA or Term Abroad. At a minimum, detachments will counsel cadets monthly, either in writing or by telephone while school is in session. The detachment commander will determine what is sufficient.

2.24.5.1. Cadets in overseas study programs are exempt from the monthly counseling however, detachments must maintain phone/e-mail contact with cadet for duration of overseas study.

2.24.5.2. Cadets PNA for more than one year for non-academic reasons (i.e. 2-year church mission), should be contacted in writing once a term.

★Table 2.1. Decision Matrix for Substandard Performance – All Contract/Scholarship Programs

Rule	If cadet's academic or military training performance reflects:	...then the detachment commander, as a minimum, will:
1	Receipt of a "D" or "F" in any AS course (any term, including LLAB)	Temporarily inactivate scholarship, award a conditional, and investigate for disenrollment
2	Term GPA less than 2.0 (POC) or 2.5 (Scholarship)	Award conditional; (reference schedule and NOTE 1)
3	An "F" or "F equivalent" (e.g., "U" (unsatisfactory), "WF" (withdrawal, failing), "N" (no pass), or "NP" (not pass), or institutional equivalent)	Award conditional (reference schedule and NOTE 1)

★Table 2.1. Decision Matrix for Substandard Performance – All Contract/Scholarship Programs

Rule	If cadet's academic or military training performance reflects:	...then the detachment commander, as a minimum, will:
4	Any grade which requires course repeat for degree credit	Award conditional (reference schedule and NOTE 1)
5	An incomplete grade	Award conditional if warranted IAW AFROTCI 36-2011 (reference schedule and NOTE 1)
6	Less than full-time status (not required in final term)	Award conditional (reference schedule)
7	Over BMI	Temporarily inactivate upon initial failure; award conditional <u>only</u> if still failing on 31 Dec (fall term) and or 31 May (spring term)
8	For deficiencies other than academics and BMI; (e.g., PFT, military standards, etc)	Award conditional (reference schedule and NOTE 3)

NOTES:

1. If a cadet receives more than one failing grade (to include “T” incomplete) in the given term OR the TGPA drops below 2.5 as a result of failing grades in that term, only count as **one** conditional.
2. BMI example: Contracted cadets fails BMI in September (fall term), this is considered the “initial failure” **for that term**. A conditional event will be awarded **only** if the cadet is still failing to meet BMI on 31 Dec. Cadet fails January BMI (spring term), this is considered the “initial failure” **for that term**. A conditional event will be awarded **only** if the cadet is still failing to meet BMI on 31 May.
3. Detachments **will not** award a conditional event for PFT failures that occur while at FT. Detachments **will not** award a conditional event for PFT failures for **4 Yr CSP** cadets (fall semester only) unless still failing 31 Dec (reference AFROTCI 36-2019 Table 3.1).

Schedule: The schedule below is based on cumulative conditional events accumulated by a cadet's failure to meet military and or academic standard(s).		
A.	First Conditional Event	No suspension required (if reason for conditional event is severe, detachment commander can use discretion and suspend scholarship; e.g., DUI).
B.	Second Conditional Event	Suspend scholarship.
C.	Third Conditional Event	Terminate scholarship; (if not within 12 months of DOC, detachment commander may waive the termination, but must suspend scholarship for a second term). NOTE: If all three CE's were awarded for academic failure, or if the third conditional is within 12 months of DOC, investigate for disenrollment.
D.	Fourth Conditional Event	Terminate scholarship; investigate for disenrollment.

Chapter 3

MEDICAL ADMINISTRATION

3.1. General Information. This chapter covers the medical requirements for entry into the POC, activating a scholarship, and commissioning into the Air Force.

3.2. Medical Information. The medical standards required to qualify for AFROTC entrance and commissioning are specified in AFI 48-123, *Medical Examination and Standards*. The United States Air Force Surgeon General (HQ USAF/SG) and Judge Advocate General (HQ USAF/JA) have deemed that state laws concerning the medical examination of minors (both male and female) do not apply to examinations administered for military membership. Consequently, parental consent is not required to schedule an applicant or cadet for a medical examination related to AFROTC membership.

3.3. Counseling Requirements. The detachment commander or designated representative must counsel via AFROTC IMT 16, all contract cadets and non-contract cadets who have had a physical administered on their responsibility to report changes in medical status. Specifically, cadets must report any medical treatment (to include prescription medication), illness, injury, or other change in medical status, including pregnancy. Process all reported changes in medical

status as specified in paragraph 3.25.

3.4. Department of Defense Medical Examination Review Board (DODMERB)

3.4.1. Responsibilities. DODMERB is the centralized certifying authority for medical examinations administered for entry to any of the service academies, ROTC scholarship programs, and the Uniformed Services University of Health Sciences (USUHS).

3.4.2. Restrictions. DODMERB is **not** the certifying authority for changes in a cadet's or an applicant's medical status following initial DODMERB certification of their scholarship physical. Once initially certified by DODMERB, HQ AETC/SGPS becomes the reviewing and certifying authority. DODMERB cannot certify or process commissioning physicals. In addition, DODMERB does not have medical waiver authority. Waiver authority rests solely with HQ AETC/SGPS.

3.5. Medical Disqualification (DQ) Process.

3.5.1. If DODMERB disqualifies a physical, DODMERB will place the disqualified examination into a database which will allow HQ AETC/SGPS to review and certify it. See below for instructions on requesting HQ AETC/SGPS review of disqualifications:

3.5.2. For ICSP case reviews:

3.5.2.1. Detachments **must** request review of ICSP cases by HQ AETC/SGPS via email (this is not automatic). The email must include applicant's full name and full SSAN. Cases are reviewed in order by date the e-mail is received. Reference HQ AETC/SGPS continuity binder

3.5.2.2. If the case is posted on the website, no reply will be sent to the detachment.

3.5.2.3. If the case is not posted, the detachments e-mail request will be returned, stating the case is not yet posted, and to re-send the request in three days, HQ AETC/SGPS will not maintain a review "Hold file" for ICSP cases.

3.5.2.3.1. When the case has been reviewed and certified, the DODMERB site will be updated.

3.5.2.3.2. If additional info, tests or consults are needed by HQ AETC/SGPS, the detachment will be notified by DODMERB via the detachment site. When completed, the additional info, tests or consults must be sent back to DODMERB to update the case file and re-post the case for HQ AETC/SGPS review.

3.5.2.3.2.1. When notified via the detachment site that the case has been updated and has been reposted, the detachment must re-request review by e-mail as noted above.

3.5.2.4. Although posted as "pending waiver" on the detachment site, the case may not yet be posted on the HQ AETC/SGPS site.

3.6. CSP case reviews: (high school applicants)

3.6.1. CSP cases are reviewed continually as personnel and time permit by date posted on the DODMERB site.

3.6.2. When reviewed and certified, the HQ AETC/SGPS site will be updated and DODMERB notified.

3.6.2.1. If additional info, tests or consults are needed by HQ AETC/SGPS, the detachment will be notified by DODMERB via the detachment site. When completed, the information must go back to DODMERB to update the case file and re-post the case for HQ AETC/SGPS review as noted above.

3.7. Detachment Restrictions and Responsibilities.

3.7.1. AFROTC units are authorized to contact DODMERB and HQ AETC/SGPS only when a significant problem or question exists. **Routine telephone calls preclude timely processing of physicals received at the certifying agency.** Do not call or write DODMERB on 3- or 4-year scholarship recipients (unless directed by DODMERB, HQAETC/SGPS, or this instruction). DODMERB will transmit the front and back copy of the certification page of the physical to HQ AFROTC/RRUC. The responsibility for **uncertified** 3-year scholarship cadets is transferred to the DODMERB College Branch on 1 January of their freshman year. Units without certified physicals on 3-year scholarship cadets (after 1 January of their freshman year), must send a letter to DODMERB requesting the DD Form 2351, **DoD Medical Examination Review Board (DODMERB) Report of Medical Examination**. If a copy of the complete physical is needed, forward a request to DODMERB via letter at 8034 Edgerton Drive, Suite 132, US Air Force Academy, Colorado Springs CO 80840-2200.

3.7.2. Status Checks. Routine status checks can be made by accessing the DODMERB's web site at <https://DODMERB.tricare.osd.mil>.

3.8. DODMERB Certification

3.8.1. AFROTC scholarship applicants must be medically qualified by DODMERB or receive a waiver with medical certification stamp from HQ AETC/SGPS prior to enlistment into the program (reference paragraph 3.17 for waiver requests).

3.8.2. Medical Disqualification:

3.8.2.1. DODMERB indicates medical disqualification by forwarding a letter to the detachment (ICSP) OR the individual (CSP) noting the disqualifying factors and posts case to HQ AETC/SGPS web page for waiver consideration.

3.8.2.2. Upon notification of medical disqualification/HQ AETC/SG waiver denial, the detachment must terminate all scholarship applicant processing.

3.8.3. If required, DODMERB will request supplemental medical data and forward the

request to the individual/detachment. The individual may request supplemental examination at the nearest medical treatment facility (MTF) (if available), or acquire needed information from a health care provider of their own choice, and at their own expense. Upon receipt of the supplemental medical data requested by DODMERB, the individual/detachment will submit all medical documentation to DODMERB.

3.9. HQ AETC/SGPS Responsibilities

3.9.1. Responsibilities. HQ AETC/SGPS serves as medical **waiver authority** for AFROTC cadets in all categories and year groups. In addition, HQ AETC/SGPS serves as the action office following initial DODMERB certification, regardless of medical action addressed, and will accomplish all subsequent recertifications until a commission qualified physical is administered and certified.

3.9.2. Certification. HQ AETC/SGPS is a certifying authority for entry physicals (as required) and commissioning medical examinations (to include rated and space/missile duty certification). HQ AETC/SGPS may grant waivers that are within their authority at the time they certify the commissioning medical examination.

3.10. HQ AFSPC/SGP Responsibility

3.10.1. Serves as medical **waiver** authority for space/missile operations duty (SMOD) certification. Waiver requests will be forwarded initially to HQ AETC/SGPS for AF Commission review/certification prior to AFSPC/SGP waiver review for SMOD duty.

3.11. Military Entrance Processing Stations (MEPS) Responsibilities:

3.11.1. Responsibilities. MEPS is a certifying authority for POC entry physicals (non-scholarship) and commissioning physicals (commission certification ONLY). Common medical forms used by MEPS include DD Forms 2807-2, **Medical Prescreen of Report of Medical History**, 2807-1, **Report of Medical History**, and 2808, **Report of Medical Examination**.

3.11.2. Certification. Physicals certified by MEPS are annotated “Qualified” for commissioning (NOT stamped).

3.11.2.1. POC entry physicals performed and qualified by MEPS are considered certified for field training attendance and enlistment, **not scholarship activation. DO NOT FORWARD TO HQ AETC/SGPS FOR CERTIFICATION.**

3.11.2.2. Commissioning physicals accomplished and “qualified” at MEPS are considered certified for commissioning purposes for any cadet requiring a “commission” ONLY certified physical. **DO NOT FORWARD TO HQ AETC/SGPS FOR CERTIFICATION. NOTE: MEPS physicals CANNOT be used to obtain a rated/FCIII/ATC/SMOD certification.** Only certified Flight Surgeons may conduct flying medical examinations or the additional testing required. (For example, a cadet requiring a “commission” certified physical for **commissioning** as a 36P – Personnel officer, may use a MEPS “qualified” physical to commission. A cadet requiring a Flying

Class III physical for commissioning as a 13B – Air Battle Manager (ABM) officer, MUST have a HQ AETC/SGPS “certified/qualified” stamped physical).

3.11.2.3. Restrictions. MEPS is **not** the certifying authority for changes in a cadet's/applicant's medical status following initial MEPS qualification. Once initially qualified by MEPS, HQ AETC/SGPS becomes the reviewing and certifying authority for **any** subsequent medical condition/illness. MEPS do not have medical waiver authority. Waiver authority rests solely with HQ AETC/SGPS. MEPS can **only** qualify a physical “Commission Qualified.”

3.12. Performing the Physical

3.12.1. POC Entry – *non-scholarship* physicals (including those eligible for ASCP or SOAR): These physicals are performed by any medical officer or physician employed by the armed services, regardless of active duty status, and by designated Air Force physician assistants (AFSC 42G or 43Y) or primary care nurse practitioners (AFSC 46N). These examinations should be completed at military entrance processing stations (MEPS) or local (MTF) physical exam sections.

3.12.1.1. Entry physical must be administered to all applicants prior to nomination for EA. At a minimum, all non-scholarship cadet physicals must be stamped/typed “qualified” by MEPS OR HQ AETC/SGPS (if required due to change in medical status) **prior to field training and enlistment**. If done at the MEPS, **DO NOT FORWARD PHYSICALS TO HQ AETC/SGPS FOR CERTIFICATION UNLESS RECERTIFICATION OR A WAIVER IS REQUIRED**.

3.12.2. Scholarship physicals (excluding ASCP or SOAR): These physicals are performed by any medical officer or physician employed by the armed services, regardless of active duty status, and by designated Air Force physician assistants or primary care nurse practitioners. These examinations must be completed at a Department of Defense Medical Examination Review Board (DODMERB) contract facility or local MTF physical exam section. **All scholarship physicals must be certified by DODMERB** or receive a waiver of DODMERB disqualification from HQ AETC/SG (reference paragraph 3.17 for submission procedures).

3.12.2.1. Physicals administered at a DODMERB contract facility must be certified by DODMERB (or waived by HQ AETC/SGPS if disqualified by DODMERB) prior to field training and enlistment.

3.12.2.2. All scholarship physicals (excluding ASCP and SOAR) must receive DODMERB certification (or waived by HQ AETC/SGPS if disqualified by DODMERB) prior to scholarship activation.

3.12.3. Commissioning physicals: Commissioning physicals must be certified by MEPS (Commission certified ONLY) or HQ AETC/SGPS (all others) prior to commissioning. **A “qualified” and “valid” MEPS examination does not require HQ AETC/SGPS certification** (reference paragraph 3.20 for HQ AETC/SGPS physical submission procedures). Commissioning physicals are performed by the following:

3.12.3.1. For pilot, navigator, and non-rated/rated operations (to include ATC, ABM and SMOD) commissioning physicals: a currently rated or designated aerospace medicine physician (flight surgeon). **NOTE: MEPS cannot be used to obtain a rated certification**, due to the lack of additional test requirements. Only flight surgeons may conduct flying medical examinations or the additional testing required. A valid MEPS, DODMERB, or MTF physical examination may be supplemented, by appropriate medical authority, for other classes of physical examinations. Please note that there are specific requirements for Pararescue and Combat Controller Duty. Contact the local MTF for further guidance.

3.12.3.2. Cadets requiring only a “Commission” certified-type physical for commissioning may use a valid DODMERB physical provided the physical is supplemented with current Urine Drug Screen (UDS) and HIV tests. Both UDS and HIV tests must be administered within 24 months of commissioning date to signify “current.” Forward ALL requests to certify a DODMERB physical “Commission” only to HQ AETC/SGPS.

★3.13. Validity Periods:

3.13.1. Entry Physicals (for enlistment purposes):

3.13.1.1. All **POC entry** non-scholarship and enlisted commissioning program (ECP) cadets: Cadets must be enlisted within **24 months** from the **date of examination (to include AF IMT 422, Physical Profile Serial Report, (for ECP cadets only).** However, once contracted; the physical can be used for field training or any other AFROTC program requirement **as long as there is no break in AFROTC service.** .

3.13.1.2. All **scholarship** cadets (excluding enlisted commissioning program cadets): Must be enlisted within **24 months** from the date of the **DODMERB** examination, (**not the date of DODMERB certification**)

3.13.1.3. Once enlisted, all entry physicals remain valid until commissioning physical is administered (unless there is a change in medical status).

3.13.1.4. Commissioning Physicals: For commissioning purposes, **certified (“qualified”) non-flying, to include FCIII, ATC and SMOD** commissioning medical examinations are valid for **24 months** from the date of examination (as annotated in item 6 of SF88, **Medical Record-Report of Medical Examination**). A **certified flying** class 1 or 1A (pilot or navigator) commissioning medical examination is valid for **48 months** from the date of examination. Schedule the individual for the **highest level of physical examination** commensurate with the **individual's** category (AFSC). **NOTE: Cadets classified as navigators (to include top 50 from both alternates lists) should be scheduled for FC1 (if on pilot ALT list) to allow for Possible upgrade to pilot slot prior to commission.**

3.13.1.4.1. 2-year Extensions: The entry level qualification physical exam can be extended two years for AF Commission only, if a cadet has not had any change in

medical history since the last DODMERB physical, AETC/SGPS certified physical or the MEPS qualified physical. **NOTE: The cadet will require a new HIV and UDS within 24 months of commissioning.**

3.13.1.4.2. The 2-year extension takes effect upon confirmation by the detachment commander that **NO** medical changes have occurred and HQ AETC/SG has certified the extension. Document this review using an AFROTC IMT 16 and a SF 93, **Report of Medical History**. Cadet must state there has been “no change in medical history from the date of the last certified physical.” If a change in medical status has occurred, HQ AETC/SGPS will require all medical documentation to include any MRS paperwork for review prior to certification. **NOTE: If the 2-year extension expires prior to commissioning, a complete medical examination must be accomplished. Extensions are not authorized for physical examinations that will be greater than 4 years at the time of commissioning.**

3.13.2. To request a 2-year extension the following information must be forwarded to AETC/SGPS not earlier than 120 days and not later than 60 days prior to commissioning: (reference HQ AETC/SG continuity binder) **NOTE: The extension policy only applies AF Commission only. You cannot extend any other class of physical (e.g. SMOD, FCI/IA/III, ATC, etc.)**

3.13.2.1. A completed SF 93, **Report of Medical History** or DD Form 2492, **DoD Medical Examination Review Board (DODMERB) Report of Medical History** signed and dated by the cadet.

3.13.2.2. HIV and UDS test results.

3.13.2.3. Original and 1 copy of the Entry physical and any interim evaluations or certifications.

3.13.2.4. AFROTC IMT 16 indicating medical history interview of the cadet by the detachment Commander. Ensure you include a self-addressed envelope along with the fully completed AFROTC IMT 46, **Transmittal of AFROTC Physical Examination** (indicate the date of contract on the IMT). The AFROTC IMT 46 is used to process medical examinations, follow-ups, and rechecks to AETC/SG.

3.14. Scheduling Medical Examinations for Scholarship and POC Entry:

3.14.1. Schedule a cadet or applicant for a physical as soon as the commander believes the individual is a viable candidate for the program. Commanders should use available data to make this decision. This data can include grades, Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores, AFOQT (if applicable), PFT score, body fat, etc. **NOTE: Cadets must not be scheduled for exams until AF IMT 2030 has been accomplished (does not apply to CSP).**

3.14.1.1. Allow at least 60-90 days for processing from the date of examination. Detachments may obtain medical examinations directly from DODMERB for non-selectees from the CSP or Air Force Academy who apply for AFROTC membership

within 2 years from the date of their original medical examination. In such cases, forward a request via email to DODMERB requesting the examination.

3.14.2. Examinations at a MTF. Schedule mutually convenient appointments **as far in advance as possible** with the support base medical and dental facilities. For Flying Class 1A (navigator) examinations, the cadet must have been categorized/selected by HQ AFROTC/RRFP. Flying Class 1/medical flight screening (MFS) physicals will be scheduled by HQ AFROTC/RRFSG after selection for a pilot slot or when in the appropriate position on established alternate list. Anticipate requirements and provide for peak periods of activity for both the base and the AFROTC detachment when scheduling (e.g. scheduled deployments, base exercises, school breaks, academic examination periods, etc.). When appointments are obtained, make every effort to ensure applicants and cadets report as scheduled and on time, this includes any repeat or follow-up medical evaluations that may be required.

3.14.2.1. The Detachments will provide the examining MTF with the following:

3.14.2.1.1. All supporting documents maintained at the detachment on cadets (done for every review requested or required by SGPS), entry DODMERB or MEPS Physical, WINGS (PPQ-PNQ) work sheet, consults etc. must be scanned by the detachment personnel in **PDF** format, saved to a disk (or CD), and given to the MTF Physical Exam personnel so it may be uploaded into physical exams processing program (PEPP). This will ensure all the documents needed for review and certification by HQ AETC/SGPS are available. **NOTE: For those cadets arriving without the disk or CD, the physical may be completed in PEPP and forwarded to SGPS. However, the review and certification process will be placed on hold until the required documents (in the format noted above) are uploaded into PEPP.**

3.14.2.2. The detachment will ensure that cadets completing the MFS/FCI have submitted the above documents in PDF format by email to Brooks **usafsam.medicalstandards@Brooks.af.mil** no later than 4 weeks prior to the evaluation.

3.15. Examinations at MEPS. When requesting a MEPS physical, you should request a commissioning physical. Check with the MEPS facility for any local policies or procedures that your cadets must follow. Once appointments are made, ensure applicants and cadets report when scheduled and on time. Contact HQ AFROTC/RRFP if a conflict occurs.

3.16. Unit Preparation of Cadets for Scholarship and or POC Entry Physicals:

3.16.1. Applicants who wear contact lenses are restricted from wearing their lenses for an amount of time (Soft CL for a min of 3 days and Hard CL for 10 days) to allow for a proper evaluation.

3.16.2. Applicants with active orthodontic appliances may be medically qualified for enlistment if the applicant provides the following items:

3.16.2.1. A statement from the applicant's dentist stating the suggested method of treatment (Beggs, Edgewise, etc.).

3.16.2.2. An estimate of the length of time in months active treatment will be required.

3.16.2.3. A written statement from the applicant stating, "I acknowledge all financial responsibility for my dental treatment and will not hold the Air Force or AFROTC responsible."

3.17. Potentially Pilot Qualified (PPQ) and Potentially Navigator Qualified (PNQ):

3.17.1. For rated categorization nomination purposes **only**, cadets are required to have their current physical screened for PPQ and or PNQ using WINGS. **DODMERB no longer stamps the physical PPQ or PNQ.**

3.17.1.1. A physical screened as PPQ/PNQ strictly applies for rated categorization and only indicates the **"potential"** of a rated certification. Cadets are still required to receive an appropriate **certified** flying class physical prior to commissioning. NOTE: Units must verify appropriate qualification/certification is present on a **"Final FCI/IA" commissioning physical** prior to commissioning a pilot or navigator cadet.

3.18. Scheduling Medical Examinations for Commissioning:

3.18.1. Unit Scheduling Procedures for Physicals. All cadets must receive a commissioning physical performed by a medical officer (a DODMERB certified commissioning physical or physicals stamped PPQ/PNQ are NOT commissioning physicals and cannot satisfy this requirement except as outlined in par 3.8.2.2). **Schedule the commissioning physical NET 15 months, NLT 13 prior to the cadet's DOC.** This is to ensure you have an appropriately certified "commissioning" physical on-hand at time of commissioning. If you have previously completed a "commissioning" physical with the required tests (i.e., Reading Aloud Test (RAT), urinalysis, HIV, etc.) and the validity period has not expired; the physical may be used to satisfy this requirement.

3.18.1.1. Schedule cadets who accept a rated slot, ABM, Space/Missile, special flying class III or ATC positions for the appropriate commissioning physical. When scheduling with the MTF, request that all cadets receive an Adaptability Rating Medical Assessment (ARMA) for ATC, SMOD, as well as for flying. This will save time if the cadet is re-categorized after the physical is completed and certified by SGPS.

3.18.1.2. Cadets categorized in a pilot and or navigator slot must receive a Flying Class I or 1A physical, respectively. They must be categorized/selected for the position prior to requesting a physical examination appointment with the Medical Treatment Facility.

3.18.1.3. Cadets desiring non-rated operations (13XX) must receive a commissioning physical with the Adaptability Rating for Space and Missile Operations Duty (ARSMOD) evaluation, RAT and color vision included for certification. Air Traffic Control AFSCs must have a RAT and Adaptability Rating for Air Traffic Control (AR-ATC), and Depth Perception results on the SF88 prior to certification. Cadets selected

for missile career field must have a certified commissioning physical with a Missile Crew Duty certification. ARSMOD and RAT test results must be annotated on the SF 88, **Report of Medical Examination** prior to certification by HQ AETC/SGPS. Cadets selected involuntarily for non-rated or space/missile assignments by HQ AFPC must complete appropriate physical/certification immediately. Cadets selected for Air Battle Manager must receive a certified FCIII physical stamped ABM. If the applicant is found disqualified or requires a medical waiver, insure the MTF enters the case into the Aeromedical Information Management Waiver Tracking System (AIMWTS).

3.19. Unit Preparation of Cadets for Commissioning Physicals

3.19.1. Cadets will receive a HIV and drug and alcohol test (DAT) for their commissioning physical.

3.19.1.1. Positive results on the HIV and or the drug portion of the test will result in an investigation for disenrollment.

3.19.1.2. Cadets testing positive on the alcohol test will be evaluated for dependency by the physician performing the physical examination using the appropriate medical and psychiatric criteria.

3.19.2. All active orthodontic treatment must be completed before a cadet can be medically certified for commissioning. Ensure orthodontic appliances are removed prior to cadet's commissioning examination.

3.19.3. Contact lens requirements are as follows: Cadets scheduled for a FC1/1A (pilot and navigator) physical are restricted from wearing hard lenses for **90 days** before the examination and soft lenses for **30 days** before the examination, to permit an accurate refraction evaluation.

3.20. Unit Submission of Physical to HQ AETC/SGPS.

3.20.1. Following the medical examination, the complete package is processed IAW current criteria and forwarded accordingly to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549, for certification. Assemble documents for submission to HQ AETC/SGPS as shown below. The same sequence applies regardless of the type of submission (initial, supplemental, medical recheck, reevaluation, or commissioning). Submit the original and one copy, unless otherwise stated. Requests for status checks may be accomplished for emergency situations only. **NOTE: Notify HQ AETC/SGPS of all cadets whose physicals are not certified when dropped or disenrolled from the program. Coordination will be required between the Detachment and the MTF in regards to physicals submitted using the Physical Examination Processing Program (PEPP)**

3.20.1.1. AFROTC IMT 46, **Transmittal of AFROTC Physical Examination** (original and one copy). Place one staple in upper left hand corner to secure all attachments to the AFROTC IMT 46. Clearly indicate in the Remarks Section the level of certification desired and the type of physical (Flying Class I/IA/III/SMOD/ATC physicals will be

processed by the MTF in PEPP and will not require submission by the Detachment). Include a current detachment email address and fax number.

3.20.1.2. SF 88, DD Form 2351 or DD Form 2808 (original and one copy).

3.20.1.3. SF 93, DD Form 2492 or DD Form 2807-1 thru 4 (original and one copy).

3.20.1.4. Copy of all previously certified physical examinations.

3.20.1.5. Self-addressed return envelope.

3.20.1.6. Dental X-rays need not be submitted to HQ AETC/SGPS for certification unless requested.

3.20.2. FCI/IA applicant's physical examinations will not be submitted with dental cavities until corrected to include a statement from the dentist that corrections have been made.

3.20.2.1. Give the DD Form 2480, **DoD Medical Examination Review Board (DODMERB) Report of Dental Examination**, to the cadet for completion and certification by a civilian dentist. The dental X-rays may be loaned to the civilian dentist who treats the cadet, provided they are returned to the detachment for submission to HQ AETC/SGPS.

3.20.2.2. Include the original and a copy of the DD Form 2480 with the medical examination submitted to HQ AETC/SGPS.

3.20.2.3. Pilot and navigator cadets who require correction of dental cavities must have this condition corrected immediately. **NOTE: Cadets failing to meet this requirement may receive a conditional event (reference Table 2.1). If the delay exceeds more than one term, contact HQ AFROTC/RRFP.**

3.21. HQ AETC/SGPS Certification

3.21.1. Qualified. The cadet's medical examination **must be certified prior to commissioning for the category in which they are to enter the Air Force** (i.e. pilot must have qualified FC1, navigator, FC1A, SMOD, etc.).

3.21.1.1. HQ AETC/SGPS may request supplemental medical data. The detachment then schedules the cadet for the requested supplemental examination at the support base medical facility. If the support base cannot accomplish the examination, they will either arrange consultation with another base medical facility or contract the consultation out to a civilian facility. If cadets elect to have consultations accomplished through their own civilian means, they are responsible for expenses, and should ensure the requested civilian data will be accepted by HQ AETC/SGPS. Upon receipt of the supplemental medical data, resubmit to HQ AETC/SGPS.

3.21.2. Disqualified:

3.21.2.1. HQ AETC/SGPS indicates medical disqualification by stamping the SF 88 "Medically Disqualified" and indicates the disqualifying factors on the SF 88 and or the AFROTC IMT 46.

3.21.2.2. Upon notification of medical disqualification that will prevent commissioning, the detachment must initiate disenrollment procedures in accordance with AFROTCI 36-2015. **Note: Cadets who have been medically disqualified cannot participate in the PT program without HQ AFROTC/RR authorization. Sports physicals are invalid once physical exam has been administered.**

3.22. Medical Waiver Requests.

3.22.1. Philosophy. Each waiver request is a separate action based upon that particular applicant; however, the medical certifying authority must preclude incurring future public liability via disability retirements. Therefore, minimum physical standards have been established to protect the individual, to reduce the demand for medical care, and to preclude premature termination of military service for disability at the taxpayer's expense. In the best interest of the individual and the United States Government, only those applicants who meet minimum physical standards are accepted.

3.22.2. Waiver Approval Criteria. Medical conditions must remain static if a waiver is to continue in effect. Waivers previously granted are reevaluated each time a cadet is examined.

3.22.2.1. Maintenance Medication. Cadets who begin the use of any medication for greater than 30 days require coordination and review with HQ AETC/SGPS.

3.22.2.2. Contract Cadet and Applicant Medical Waiver Request Justification. Contract cadets and applicants may obtain new medical evidence in rebuttal to their medical disqualification from their personal physician or they may be reexamined at a military medical facility using the AFROTC IMT 46, NOTE 1, as the approval authority (if available).

3.23. Rebuttal Procedures for HQ AETC/SGPS disqualified physical examinations.

3.23.1. The medical disqualification rebuttal request must:

3.23.1.1. Be initiated by the detachment commander. **EXCEPTION:** DODMERB initiates 3 and 4-year College Scholarship Program (CSP) applicant medical waivers.

3.23.1.2. Possess supporting evidence as follows:

3.23.1.2.1. Evidence that the disqualifying defects have been resolved or corrected by surgery, therapy, or other medical procedure.

3.23.1.2.2. Evidence that challenges the original "medically disqualified"

determination (NEW medical documentation). If a physical was disqualified due to “history of,” new documentation will probably NOT change the original decision.

NOTE: The above will not affect the disqualification if it was made for a “History of” a disease or process or after a certain age (e.g. asthma after age 13, or medications used for that diagnoses after age 13). A negative Methocholine Challenge Test (MCT) at 16, does not negate a history of the disease after age 13.

3.23.1.3. When submitting the examination of a cadet who previously received a waiver, ensure the SF 88 contains a waiver statement (or the copy includes certification stamp).

3.24. Exception to Policy (ETP) Requests.

3.24.1. ETPs are requested ONLY after all waivers have been considered and only if justification supports such request. An ETP is a unique CSAF-directed provision to allow accession and training opportunities for AFROTC cadets despite a valid medical disqualification. While the provision to request an ETP exists, they are intended only for rare and truly exceptional candidates who are backed by the full chain of command endorsement. ETPs are primarily for cadets who have been initially medically qualified for contract status, but are not qualified on their commissioning and or flying class physical. **NOTE: This program is not approved for those initially seeking scholarship or entry into the POC and consideration for scholarship or stipend.**

3.24.1.1. Routing: All ETPs originate at the detachment level and must be a result of a previous medical disqualification. They must pass through the Region, HQ AFROTC, AU and AETC en route to the Air Force Chief of Staff. Packages forwarded outside the appropriate chain of command will be placed in the appropriate channels or returned to the detachment. **Do not send an ETP case directly to HQ AETC/SGPS for review.**

3.24.2. Staffing: Each ETP is a line issue and the responsibility of the individual detachment. The ETP must be researched and compiled in accordance with this guidance. Processing time for ETPs will vary (up to 6 months). All ETPs should contain a transmittal cover letter signed by the Det CC and a Staff Summary Sheet (SSS) and associated documentation for HQ AFOATS/CC signature. The ETP initially enters the staffing system through the respective regions and is forwarded to HQ AFROTC/RR. It must contain a hardcopy of the entire staff summary package and a disk containing as many relevant documents as possible. Once it arrives, it is examined for completeness and conformity to established format and routing requirements. It is then forwarded to HQ AFROTC/CCE, CD, and CC for internal coordination. Once complete, the SSS is forwarded to HQ AFOATS/CCE, CV, and CC for signature and dispatched to HQ AU/ES and CC, HQ AETC/CCX, SG, DS, CV, and CC and HQ AF/CCX, CVA, CV and CC, in turn, for consideration. **NOTE: ETPs are internally staffed at each level of consideration and any commander in the chain may disapprove.** If a cadet’s military or academic performance clearly indicates that a waiver is not in the best interests of the Air Force, HQ AFOATS/CC may disapprove the SSS. **Exception:** Per HQ AF/CC, effective 11 Oct 03, there will be no waivers or ETPs for color vision deficiencies for all flying classes. **Any ETP packages received for this reason will be returned without action.**

3.24.2.1. Staff Summary Sheet: ETP packages should contain a similar structure. The well packaged ETP contains several elements: it's succinct, well written, and does not offer evidence or information that has not been independently verified by official channels or medical authorities. It must NOT infer, assess, or guess at the accuracy or validity of information. An AF Fm 1768, **Staff Summary Sheet (SSS)** transmits each package and must be no more than one page in length. The SSS should contain the following five sections: *Purpose*, *AFROTC Background*, *Medical Condition*, *Discussion* and *Recommendation*. The *Purpose* is short and to the point—obtain a ruling on an ETP request. The *AFROTC Background* should address why the cadet needs an ETP and why they feel it should be granted. It should then provide an assessment and or overview of the cadet's academic and military performance. The *AFROTC Background* must clearly place the cadet in the top tier of his or her peer group in academic, physical and military performance—ranking or percentages provide the best assessment of a cadet's relative position with respect to his or her peers. Include cadet's major, copy of cadet's most recent academic transcript to verify GPA, and type and length of scholarship if applicable, and number of years in AFROTC. The *Medical Condition* clearly defines the medical condition that caused the disqualification, the disqualification standard, and any other relevant medical information. The *Discussion* is a catchall that may contain any other non-medical information relevant to the cadet's situation such as an examination of the condition as it affects or does not affect performance. Extracurricular activities or external support such as members of congress, general officers, or supporting comments, etc. may also be added. The *Recommendation* simply asks HQ AF/CC to approve the request or HQ AETC/CC to disapprove the request.

3.24.2.1.1. All subordinate paragraphs should be lettered or numbered, as appropriate, and only one period should be placed after each paragraph title. Finally, **4 tabs are used to attach information to further explain the SSS**, although some SSS may contain more tabs depending on the situation, condition and supporting documentation. Tab 1 is the cadet's request for an ETP; Tab 2 contains the detachment commander's recommendation; Tab 3 is a thorough explanation of the medical condition and prognosis, copy of cadet's physical, medical records, DODMERB ruling, etc; and Tab 4 contains any other detachment documentation, letters of recommendation, transcripts, or any other information not contained in the other 3 tabs. **The SSS must be 12pt, Times New Roman (unless using Pure Edge software).**

3.24.3. Closing the Loop: Once the ETP package is forwarded to HQ AU for release to HQ AETC/CC, periodic updates must be obtained to ensure the package reaches HQ AF/CC within a reasonable period of time. **HQ AFOATS/CCE is the POC to monitor ETP progress beyond AU.** AFROTC/CCE will provide updates in response to detachment requests. Those requests **MUST** be directed to HQ AFROTC/CD. **DO NOT call HQ AFOATS/CCE directly.** The first indication that a package is approved is when the cadet receives a letter from the Air Force Chief of Staff. A copy of the completed package and its response will eventually work its way back to HQ AFOATS/CCE. Once received, the response will then be filed with the UPRG. Use the responses as templates for future responses. Disapprovals will also be returned to the detachment and should be placed in the cadet's files.

3.25. Medical Recheck Status (MRS) (Contracted cadets only)

3.25.1. Contracted cadets who have a change in medical status must be evaluated for placement on MRS. A request needs to be forwarded to HQ AETC/SGPS via e-mail requesting MRS **immediately upon notification of a change in a cadet's medical status.** When a change in medical status occurs, the physical is no longer considered a "qualified/certified" physical until reevaluation is complete and the physical is recertified. **NOTE: If condition is considered to be minor in nature the detachment Commander may place the cadet on a 30 day temporary medical deferral by counseling via AFROTC IMT 16. The detachment must monitor the cadet's condition and if the condition persists beyond 30 days, forward a request to HQ AETC/SGPS for placement in MRS.** A copy of the detachment commander's temporary medical deferral must accompany the request for further MRS action. (reference HQ AETC/SG continuity binder) Examples of medical conditions that require placement in MRS include, but are not limited to:

3.25.1.1. Serious or prolonged illness, including mononucleosis.

3.25.1.2. Active orthodontic treatment.

3.25.1.3. Depression that results in treatment and or medication.

3.25.1.4. Surgery.

3.25.1.5. Changes in vision.

3.25.1.6. Broken bones.

3.25.1.7. Pregnancy.

3.25.1.8. Unconsciousness, etc. (reference AFI 48-123).

3.25.1.9. Illness or injury resulting in an inability to maintain military and academic retention standards.

3.25.1.10. The detachment becomes aware of a possible medical disqualification via a school, MEPS, MTF or Federal Aviation Administration (FAA) medical examination **etc.** (The change in medical status must be reevaluated by HQ AETC/SGPS.)

3.25.1.11. Any medication taken **in excess of 30 days**, for example, medication taken for depression, acne, ADD/ADHD, etc.

3.25.2. Send changes in medical status directly to HQ AETC/SGPS via e-mail for evaluation with any medical documentation scanned in and attached in **PDF** Format for HQ AETC/SGPS review. The email **must** include full name, SSAN, date contracted, medical condition warranting MRS and detachment information (phone/fax number and detachment). Faxes must be pre-authorized by HQ AETC/SGPS. Documents should not be forwarded without prior approval from HQ AETC/SG.

3.25.3. HQ AETC/SGPS may direct a period of medical recheck status (MRS) not to exceed 6 months. **EXCEPTION:** MRS due to pregnancy or eye surgery will exceed the normal 6-months. HQ AETC/SGPS will specify via return e-mail the length of time contract cadets will remain in MRS and will advise the detachment of any required action or item necessary to remove the medical recheck status and reevaluate the physical. **Counsel the cadet via AFROTC IMT 16 that he or she has been placed in MRS and that he or she has 10 calendar days to provide medical documentation or the scholarship will be temporarily in-activated until documentation has been provided.** Cadets may be deferred from fitness testing (weight checks) for the period of MRS (reference AFROTCI 36-2007). **NOTE: Ensure MRS data is updated in WINGS.**

3.25.3.1. MRS extensions beyond the 6 month point must be requested via AFROTC IMT 22 package with HQ AFROTC/RRFP. This extension request **Must** be initiated prior to the expiration of the initial 6-month MRS. **NOTE: MRS extensions may be denied and the physical is then stamped disqualified due to prolonged illness/injury.**

3.25.3.2. Contract cadets **cannot** attend field training or participate in AFROTC physical activities while in MRS. **EXCEPTION:** cadets in MRS due to PRK may attend once the cadet is cleared by the treating physician (reference HQ AETC/SG Continuity Binder). Contact HQ AFROTC/RRFP for field training deferral due to change in medical status. If change in medical status occurs after field training and before POC entry and enlistment, the cadet **cannot** be enlisted and may be placed in pursuing status. An AFROTC IMT 22 must be submitted to HQ AFROTC/RRFP for an applicant to pursue more than one academic term (reference AFROTCI 36-2019 for scholarship designees who cannot enlist due to a change in medical status prior to scholarship activation).

3.25.4. Submission to HQ AETC/SGPS for Removal of MRS.

3.25.4.1. At the conclusion of the prescribed MRS period or upon presentation of medical evidence that the condition is corrected, the detachment will forward, by email (with scanned documents attached in PDF format) or mail, the physician's statement returning the cadet to **"full and unrestricted activity"** and all medical documentation outlining the diagnosis, treatment and prognosis and any other forms/IMTs or reports requested (in the initial returned e-mail that placed the cadet in medical recheck status) to HQ AETC/SGPS. If mailed, attach the required documentation to the AFROTC IMT 46. HQ AETC/SGPS will recertify, disqualify, or return to detachment for forwarding to HQ AFROTC/RRFP for additional period of MRS.

3.25.4.2. If HQ AETC/SGPS removes the cadet from MRS, POC applicants and scholarship designees are eligible to enlist, provided they meet all other enlistment standards. Counsel via AFROTC IMT 16 to remove contract cadets from medical recheck status and update WINGS.

3.25.4.3. If HQ AETC/SGPS disqualifies the medical examination, dismiss applicants or scholarship designees from the program. Notify HQ AFROTC/RRFP that the EA is no longer needed. For contract cadets who are medically disqualified, investigate for disenrollment. (Reference AFROTCI 36-2015). Counsel cadet via AFROTC IMT 16 on

medical disqualification.

3.26. Change in Medical Status (non-contract cadets).

3.26.1. HQ AETC/SGPS must reevaluate non-contract cadets who have been medically qualified or certified who have a change in medical status prior to contracting once medical situation has been resolved. **When a change in medical status occurs, the physical is no longer a “qualified/certified” physical until reevaluation is complete and the physical is recertified.** Counsel cadet via AFROTC IMT 16.

3.26.1.1. Questionable conditions should be submitted via email with full name and SSAN to HQ AETC/SGPS to determine if they warrant evaluation.

3.26.2. Send changes in medical status directly to HQ AETC/SGPS via e-mail for evaluation with any medical documentation scanned in and attached in PDF Format for HQ AETC/SGPS review. The email will include cadets full name, SSAN, medical condition warranting evaluation, and detachment information (phone/fax number and detachment). Faxes must be pre-authorized by HQ AETC/SGPS. **NOTE: Documents should not be forwarded without prior approval from HQ AETC/SG.**

3.26.3. Once recertified (either Qualified or Disqualified), attach documentation to the original examination and file in cadet UPRG. Counsel cadet via AFROTC IMT 16 regarding outcome of evaluation.

3.27. Supplemental Medical Consultation

3.27.1. The following forms are associated with supplemental medical consultations and should be given to the cadets for completion by the examining physicians (military or civilian):

3.27.1.1. When required, complete the SF 513, **Medical Record-Consultation Sheet**, in one copy for scholarship and POC entry physicals and for commissioning physicals. When requesting a consultation, provide the consulting physician (military or civilian) with all applicable medical records available at the detachment to include any medical evaluation requests by HQ AETC/SGPS. Ensure a typed signature block, including the physician's title and address, appears on the SF 513.

3.27.1.2. DD Form 2480. Use this form to report correction of dental defects. General instructions for its use are contained in AFJI 36-2018.

3.27.1.3. DD Form 2370, **DoD Medical Examination Review Board (DODMERB) Three Day Blood Pressure and Pulse Check**. Use the DD Form 2370 when a recheck of blood pressure or pulse is requested. Prepare in one copy for scholarship and POC entry physicals and for commissioning physicals. When both a pulse and blood pressure recheck are required, prepare two DD Forms 2370.

3.27.1.4. Use SF 507, **Medical Record**, if supplemental information is reported and no special form is prescribed. Also use it as a continuation sheet for any medical form/IMT

prescribed by AFI 48-123 or this chapter. Prepare the SF 507 in one copy for scholarship and POC entry physicals and for commissioning physicals.

3.28. Upgrading Medical Examinations.

3.28.1. Contract cadets, non-contract cadets, and applicants who have a certified physical at one level of qualification may have their physical examinations upgraded by HQ AETC/SGPS to a higher level of qualification (e.g., from commission qualified to non-rated operations, navigator, or pilot). Cadet examinations cannot be upgraded to FCI/IA prior to categorization and selection. **EXCEPTION:** A cadet selected for Navigator duty (and cadets on top 50 alternates lists) should be scheduled for a FC1 exam to ensure overall qualification in the event of category upgrade to pilot.

3.28.2. The requirement to upgrade physicals can be minimized by ensuring all scholarship, POC, and commissioning **applicants** receive a physical commensurate with the position designated by HQ AFROTC/RR and the needs of the Air Force, Provided there is reasonable expectation that an individual can qualify for another category, an appropriate medical examination may be requested.

3.28.2.1. Review the individual's most recent examination or medical documents to determine if the physical warrants consideration. If medically certified for the new category by HQ AETC/SGPS, send AFROTC IMT 22 to HQ AFROTC/RRFP requesting recategorization and attach one copy of the certification.

3.28.2.2. When requested by HQ AFPC and upon voluntary or involuntary selection of a cadet for assignment to space and missile duty, submit a valid medical examination with the AR-SMOD results (obtained at MTF) to HQ AETC/SGPS for certification. This step is completed if requested and done when the final Commission PE was scheduled.

3.29. Additional Physical Requirements. Forward a copy of the certification page (only) on all cadets categorized as pilot, navigator, and cadets receiving an assignment in the 13BX and 13SX career fields to HQ AFPC/DPPAO immediately upon receipt of physical certification. This does not eliminate the requirement to forward the ORIGINAL physical as an attachment to the AF IMT 24, **Application for Appointment as Reserves of the Air Force or USAF without Component**, package.

3.30. Transportation and Per Diem of Applicants and Contract Cadets for Medical Examinations

3.30.1. The following procedures apply to transportation of applicants or cadets for the purpose of undergoing medical examinations:

3.30.1.1. Determining Mode of Travel. Determine the most practical mode of travel. For an applicant who is not enrolled in GMC classes, determine the mode of travel when the applicant is first interviewed.

3.30.1.1.1. Government Transportation. Transportation of applicants or cadets is by government conveyance or government transportation request. In most instances, use

the detachment vehicle or other available transportation options discussed in AFROTCI 24-101, *AFROTC Transportation Procedures*.

3.30.1.1.2. Personal Conveyance. As a final alternative, travel made by privately owned conveyance is reimbursable at the current rate. When a privately owned conveyance is used, submit invitational travel orders to HQ AFOATS (reference AFI 65-103/AFOATS Supplement 1, *Temporary Duty Orders*).

3.30.1.2. Entitlement to use Billeting and Dining Facilities. Scholarship cadets are authorized per diem to cover expense of food and lodging. Non-scholarship cadets are not authorized per diem, 10 U.S.C. 2110; however all incidental expenses are reimbursable under JFTR U7025. Cadets may be offered a box lunch or meal ticket. Unit escort personnel must ensure applicants and non-scholarship cadets understand that whether or not offered a government-prepared meal, box lunch, or meal ticket, they may use dining, as well as billeting facilities. Refer to AFROTCI 65-101, *AFROTC Financial Management-Cadet Program*

3.31. Use of Non-Air Force Medical Facilities.

3.31.1. The United States Air Force Surgeon General has authorized the use of other-than-Air Force medical facilities for obtaining medical examinations for AFROTC applicants and cadets. See paragraph 3.30 for travel, dining, and billeting entitlements. The categories of these facilities and the procedures for their use are as follows:

3.31.1.1. DoD Medical Facilities. Non-Air Force DoD medical facilities may be used for physical examinations with the concurrence of the medical facility commander. Specific arrangements for use of such facilities must be between the detachment and the consenting facility. It is essential that all medical forms are clearly legible for medical certification purposes by DODMERB or HQ AETC/SGPS, as appropriate, and that non-Air Force medical facility personnel are aware of the specific Air Force standards for each category. All physicals at DoD alternate medical facilities are accomplished without charge.

3.31.1.2. Veterans Administration (VA) and United States Public Health Service (USPHS) Hospitals. VA and USPHS hospitals which possess the capability and willingness to perform cadet physicals may be considered when cost beneficial and after efforts to use Air Force, Army, and Navy facilities are exhausted. Prior approval must be obtained from AFOATS/SDF. Minimum information required for approval is the name of facility, the number and cost of physicals to be obtained, and reasons why DOD medical facilities are not suitable. The Air Force is billed a flat interagency rate for the use of VA and USPHS hospitals. When the AFROTC detachment is billed, contact HQ AFOATS/SDF.

3.31.1.3. Host Institution Health Services (University Infirmary) and FAA-Approved Civilian Medical Examiners. When facilities in paragraph 3.31.1.1 and 3.31.1.2 are unable to perform the required services, the use of civilian medical examiners may be approved. Do not obligate the government. This is done only by the support base

procurement officer when written approval is obtained from AFOATS/SDF. Submit requests to use institution health services or FAA-approved civilian medical examiners through HQ AFOATS/SDF to HQ AETC/SGPS for approval. HQ AETC/SGPS must approve and HQ AFOATS/SDF must allocate funds prior to the use of these services. Submit the following information:

3.31.1.3.1. Name of present medical support base or bases and the average number of examinations required per year by the AFROTC detachment.

3.31.1.3.2. Complete name and location of the proposed medical facility or examiner and the concurrence of the medical facility or examiner to perform the physicals according to AFI 48-123.

3.31.1.3.3. The name of other facilities that are available in the area and why they cannot provide support.

3.31.1.3.4. Costs or charges for physicals. Specify any extra charges for X-rays, dental examinations, etc.

3.31.1.3.5. If Flying Class I, IA,III, ATC and SMOD examinations are to be performed, they must be accomplished by a flight surgeon.

3.31.1.3.6. For non-flying examinations, a physician certified in aviation medicine is not required; however, clearly indicate the request is for a **non-flying examination** only when submitting to HQ AFOATS/SDF.

3.31.1.3.6.1. Complete justification (such as, cost effectiveness in transportation and manpower; current difficulties encountered in scheduling or transportation to the assigned support hospital, etc.).

Table 3.1. GMC Physical Processing

TYPE PHYSICAL	AS100	AS200	Certifying Authority
3 or 4 YR CSP (Physical scheduled while in High School)	If enlisted, physical valid for Field Training. Another physical is not required until commissioning physical		DODMERB or HQ AETC/SGPS (if not qualified)
All other scholarships (excluding ASCP and SOAR)	Scheduled if considered for an application. Schedule these physicals through a DODMERB contracting agency (Concorde) or an MTF (if MTF uses DD Forms 2351/2492). If enlisted, physical is valid for Field Training. Another physical is not required until commissioning physical		DODMERB or HQ AETC/SGPS (if not qualified)

Table 3.1. GMC Physical Processing

TYPE PHYSICAL	AS100	AS200	Certifying Authority
Non-scholarship (Entry)		Begin scheduling physicals in the beginning of Fall term. All physicals should be scheduled NLT midpoint of Fall term. Physicals conducted at a MEPS or MTF	Must be "qualified" by MEPS or certified by HQ AETC/SGPS for all others

See notes under Table 3.2

Table 3.2. POC Physical Processing

TYPE PHYSICAL	AS200	AS300	AS400	Certifying authority is:
Entry physical PPQ or PNQ certification in WINGS	For categorization, in beginning of SP term use entry physical for qualification			WINGS Spreadsheet
Commissioning			All cadets must receive a commissioning physical. Schedule NET 15 months and NLT 12 months before DOC . Physicals conducted at a MEPS or MTF	HQ AETC/SGPS (or MEPS for physicals certified commission ONLY)
Flying Class 1/1A/III/Space and Missile, ATC			Conducted at MTF (Must be seen by Flight Surgeon)	HQ AETC/SGPS

NOTES:

1. Use the same guidance for non-scholarship type physicals for processing ASCP and SOAR scholarships
 2. Entry physicals must be administered prior to the POC selection process and qualified before attending Field Training, and enlistment. **Once enlisted, the 2-year validity period is irrelevant. Physical will remain valid until commissioning physical is scheduled and certified (unless there is a change in medical status).**
 3. HQ AETC/SGPS does not need to certify POC entry physicals for enlistment, unless disqualified by examiner or accomplished at a MTF.
 4. POC entry physicals, if qualified and received by detachment, are valid for 24 months from date of examination **for contracting purposes only** (CANNOT substitute for a final commissioning physical). Once contracted the current physical remains valid for all AFROTC programs (FT, PDT) provided there is no break in AFROTC participation without HQ AFROTC/RRFP approval. HQ AETC/SGPS certified non-flying commissioning physicals are valid for 24 months from date of examination (certified FC1 or 1A commissioning physicals are valid for 48 months); and DODMERB certified physicals are valid 24 months from date of examination. If cadet is NOT enlisted/commissioned within this time period, a new physical is required.
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Chapter 4

ENLISTMENT PROCEDURES

4.1. General Information. This chapter provides guidelines for enlistment.

4.2. Enlistment in the United States Air Force Obligated Reserve Section (ORS)

4.2.1. Applicants selected for POC membership will be enlisted in the ORS before becoming a POC member. Every CSP and ICSP designee must be enlisted in the ORS before their scholarship can be activated. Authority for AFROTC enlistment is Title 10, U.S.C. 2104 and 2107; AFI 36-2011, *Air Force Reserve Officer Training Corps*; and AFI 36-2002, *Regular Air Force and Special Category Accessions*.

4.3. Eligibility to Enlist

4.3.1. Before enlistment in the ORS, a POC applicant or scholarship designee must fulfill all eligibility requirements. (Reference AFROTCI 36-2018 for additional law, nurse, and pre-health profession's requirements). All waivers of eligibility criteria must be approved prior to enlistment. Applicants must not be admitted to the POC if failing to meet CGPA requirements. Forward a waiver request via AFROTC IMT 22 to HQ AFROTC/RRFP on individuals unable to meet established standards. Detachment commanders have the following options regarding such POC designees: dismissal from AFROTC with the option

to re-compete later (must withdraw EA); special student status (must withdraw EA) with the option to gain eligibility; pursuing status if the disqualifying academic factor can be realistically corrected in one academic term and the cadet has successfully completed field training or been properly deferred. Cadets must be physically and AFOQT (excluding 4 year CSP designees) qualified prior to enlistment. **NOTE: Certain non-line designees must meet appropriate GPA requirements prior to enlisting in the applicable non-line category IAW appropriate Air Force and AFROTC instructions.**

4.3.2. Cadets must meet all term fitness requirements prior to enlistment (does not apply to 4 / 3 yr CSP). **EXCEPTION:** PFT completed at FT may be used to satisfy fitness requirements for enlistment provided contracting occurs **within 10 workdays** of the start of the fall term. To prevent the possibility of a fitness retest, ensure all enlistment eligibility requirements are met prior to fulfilling any fitness testing. (For more detailed requirements on scholarship cadets, refer to AFROTCI 36-2019; for fitness requirements, refer to AFROTCI 36-2007, and, for enlisted commissioning program cadets, refer to AFI 36-2013).

4.4. Citizenship Requirements. Each contract cadet must be a citizen of the United States, either by birth or by naturalization. For applicants born in the United States, verification must be made by an original or true copy (raised seal) birth certificate that has been filed through vital statistics. For all other applicants, verify the document that establishes citizenship. (Reference AETCI 36-2002, *Recruiting Procedures for the Air Force*)

4.5. Enlistment Age Requirements

4.5.1. The minimum age for enlistment is 17. An individual who is 17 years old at the time of enlistment, unless married, must have parental or guardian consent on the AF IMT 1056 before being enlisted.

4.5.2. The minimum age to sign the AF IMT 1056, AFROTC Contract, varies from 18 to 21 years of age, depending on the age required to enter into a legal contract as determined by the laws of the state where the applicant signs the contract. Parental consent is required if the applicant or cadet is, for the purpose of entering into contracts, considered a minor by the state in which enlistment occurs. Obtain consent by having the parent or guardian cosign the AF IMT 1056.

4.5.2.1. Contact HQ AFOATS/JA to determine minimum age to enter into a contract.

4.5.3. Verification of Age. The burden of proof is upon the applicant (reference AFI 36-2002). **NOTE:** Detachment must ensure verification of birth/citizenship (annotated as certified true copy) is filed in UPRG once enlisted.

4.6. Social Security Number (SSN). Each applicant must possess an SSN when enlisted. If the individual does not possess or has lost their SSN card, refer cadet to Social Security Administration. **NOTE:** Detachment must ensure verification of SSN (annotated as certified true copy) is filed in UPRG once enlisted.

4.7. Selective Service Number. Each male applicant who is 18 years or older must be registered through the Selective Service System at time of enlistment. If enlisting prior to the age

of 18, completion of the DD Form 4 constitutes registration with the Selective Service System in accordance with the Military Selective Service Act. To obtain verification of registration, log into WINGS and click the link to selective service verification located on the extended data tab of the cadet data screen.

4.8. Enlistment Processing

4.8.1. Any commissioned officer (active duty, guard, reserve, or retired) or oath administering official may enlist scholarship designees and POC applicants. Refer to AFI 36-2606, *Re-Enlistment in the United States Air Force*.

4.8.2. Pre-Enlistment Actions. The detachment may complete all administrative actions prior to enlistment date except entering the date on and signing the AF IMT 1056; DD Form 4, (Part E); and recertification of the items listed below. The date of enlistment is determined by the DD Form 4.

4.8.3. Pre-Enlistment Review of Qualifications:

4.8.3.1. Detachments will use the AFROTC IMT 63, Letter of Admission (LOA) Roster (CSP only), medical examination, AFROTC IMT 48 and SMR to ensure that the individual is qualified for enlistment.

4.8.3.2. On the day of and prior to the actual administration of the oath, have the applicant:

4.8.3.2.1. Recertify the AFROTC IMT 35.

4.8.3.2.2. Recertify the AF IMT 2030, back side (excluding ASCP, SOAR, and POC-ERP cadets). If drug (or hemp) abuse is reported which occurred subsequent to the original certification or was not reported upon a previous certification, the individual is normally denied enlistment. If evaluation for possible waiver is considered appropriate, (for example, due to inadvertent use) the detachment commander may enroll the individual in the POC as a pursuing student and forward a waiver via AFROTC IMT 22 to HQ AFROTC/RRFP.

4.8.3.2.3. Recertify child dependency status (Figure 1.1) and file it in Section III of the cadet's UPRG.

4.8.3.2.4. Recertify the AF IMT 3010.

4.8.3.2.5. Recertify the AFROTC IMT 500.

4.8.3.2.6. To satisfy the recertification requirement for an ASCP, SOAR, or POC-ERP cadet, the cadet must "initially" complete/sign the required forms/IMTs (except AF IMT 2030). Since initially completing the form/IMT signifies recertification, the recertification areas of required forms/IMTs are not used.

4.9. Effective Date of Enlistment. The enlistment of an individual may not, under penalty of law, be postdated or predated. The actual date the individual is administered the Oath of Enlistment is the effective date of enlistment into the ORS. Extreme care must be exercised to enlist only those individuals who are fully qualified, as enlistment cannot be invalidated. Enlistment must occur within 10 workdays before/after the start of host institutional classes or immediately after qualification requirements are met. Since subsistence is tied to enlistment, units must ensure procedures exist to enlist qualified individuals in a timely manner, and should not establish administrative requirements that cause extra delays. A detachment commander can always delay an enlistment for cause, but the POC applicant or scholarship designee must be counseled via AFROTC IMT 16 as to the reason for delay beyond 10 workdays. If not enlisted within 10 workdays after the start of host institutional classes and the POC applicant meets the criteria for pursuing status, place the cadet in pursuing status. GMC scholarship designees may not be placed in pursuing status since they do not hold an EA; however, these scholarship designees must be counseled on their continuing designee status. Under no circumstances enlist an individual more than 10 workdays before the beginning of host institutional classes or after a term ends unless HQ AFROTC/RRFP has approved a specific exception.

4.9.1. Eligible Enlisted Commissioning Program (ECP) Selectees: Must be enlisted within 24 hours of separation as required by AFI 36-2013 and AFI 36-3208, *Administrative Separation of Airmen*.

4.9.2. Ineligible ECP Selectees: If an ECP selectee reports to the detachment and is ineligible for immediate enlistment, the detachment must take one of the following actions:

4.9.2.1. A selectee separated/discharged from active duty concurrent with normal expiration term of service (ETS) has successfully fulfilled the required active duty military service obligation (MSO). Therefore, the requirement to enlist the selectee within 24 hours is not a factor. To verify if discharge was concurrent with ETS, contact HQ AFPC/DPPRS. Do not enlist a selectee who does not meet appropriate enlistment requirements. Enlistment is authorized ONLY when the factors that necessitated the selectee's ineligibility no longer exist and all necessary waivers are processed.

4.9.2.2. A selectee discharged from active duty prior to normal ETS has not fulfilled the necessary active duty MSO. Therefore, the discharge must be placed on an administrative hold until a decision can be made on enlistment. Notify HQ AFPC/DPPRS and the losing MPF Separations Section that the discharge needs to be placed on "hold" for a specified number of days (time needed to resolve the ineligibility factor). A new discharge date is established based on the time specified to resolve actions. If the selectee meets enlistment eligibility requirements, enlist within 24 hours of the newly established discharge date. If the selectee fails to meet appropriate enlistment requirements, contact HQ AFPC and the MPF to have the selectees' discharge papers pulled to allow the individual's return to active duty. Anytime an ECP selectee is returned back to active duty, the detachment must contact HQ AFROTC/RRFP.

★ **4.10. Pre-Enlistment Briefing.** Before each enlistment, a detachment representative must advise the cadet of their rights and obligations using the pre-enlistment briefing sample at Attachment 2. **Cadet is required to acknowledge understanding by signing an AFROTC**

IMT 16. Include the following statement: “I certify that I have been counseled on all items of the Pre-Enlistment Briefing, and acknowledge understanding”. The purpose of the briefing is not to recruit but to ensure complete understanding and, if candidates are unable to accept, preclude enlistment. Anything less might conceivably be construed as enlistment fraud. In addition to the pre-enlistment briefing the following items must be covered: **NOTE: file with AF IMT 1056 in section 3 of the cadet’s UPRG.**

4.10.1. All points of the multiple and complex forms/IMTs must be covered, even if negative (such as subject to worldwide, remote duty regardless of family member or marital status), since these are the directed DOD, Air Force, AFROTC, and individual enlistment and retention standards, obligations, and conditions.

4.10.2. Have applicants review the forms/IMTs that pertain to their membership in AFROTC as contract cadets that are mentioned during the briefing. Instruct them to review the entries on the forms/IMTs for accuracy and have them refer to Social Security cards to ensure the respective numbers are correct.

4.10.3. Advise applicants to question any portion of the briefing they do not understand.

4.10.4. Advise applicants that after the briefing and before enlistment, a break is taken to permit them to ask questions of a private nature.

4.11. AF IMT 1056, Air Force Reserve Officer Training Corps (AFROTC) Contract.

4.11.1. Complete the AF IMT 1056 (reference Figure 4.1). File the original in the cadet's UPRG and provide a copy to the cadet.

4.11.2. Completion of the Contract. The AF IMT 1056 must be executed before the individual is admitted to contract cadet status. Ensure the applicant's signature is witnessed by two adults not related to the applicant. Applicant, witnesses, and AFROTC detachment officer representative signatures are not signed until the day of, but prior to, the oath of enlistment, unless paragraph 4.11.3 applies.

4.11.3. Enlistment of Minors. If the individual is considered a minor by the state in which the enlistment occurs, obtain consent (signature) of the parent or guardian, unless the individual is married. The applicant and two adult witnesses not related to the applicant will sign the AF IMT 1056 prior to consent. If the parent or guardian cosigns giving consent to enlist, a notary public must witness all applicable signatures if not in the presence of a detachment representative (if consent is necessary; individual, witnesses and parental/guardian signatures are required prior to enlistment but not required on the day of enlistment). The AFROTC detachment officer representative will sign the IMT the day of, but prior to, the enlistment. The applicant must complete an AF IMT 1056 “Changes Page” according to figure 4.2.

4.11.4. Scholarship Nomination. A POC applicant nominated for a scholarship must be completely processed for scholarship membership (possess a valid DODMERB physical) before enlistment, but will complete the AF IMT 1056 as a POC cadet if the scholarship is not awarded by the time of enlistment and the applicant does not want to enroll in pursuing

status. If the applicant receives the scholarship following POC entry, the applicant must complete an AF IMT 1056 "Changes Page" according to figure 4.2.

4.12. Enlistment. Accomplish enlistment by administering the Oath of Enlistment and completing the DD Form 4. Prepare the DD Form 4.

4.12.1. Completion of DD Form 4. Complete DD Form 4 according to instructions contained in AFI 36-2606. Original signatures on each copy are not required. Place the original in the cadet's UPRG. Provide a copy to the enlistee. **NOTE:** In AFROTC, the term "annexes" refer to the AF IMT 1056; therefore, it is not required to line out this term or attach the AF IMT 1056. Additionally, "X-ing" out areas not applicable to the individual, is not required.

4.12.2. Reserve Orders:

4.12.2.1. Publication. Publish Reserve Orders when the individual enlists or reenlists in the ORS as a POC or scholarship member.

4.12.2.2. Distribution. Distribute Reserve Orders as follows:

4.12.2.2.1. One copy in the cadet's UPRG.

4.12.2.2.2. One copy to the cadet.

4.12.2.2.3. One copy to the organization that granted a conditional release to permit a member of a Reserve component to enlist in the ORS.

4.12.3. Reserve ID Card. The detachment commander must designate in writing individuals responsible for preparing and verifying a DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**, for each enlistee according to AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*. The member is responsible for obtaining the Reserve ID card from the support base Pass and ID branch. This requirement may be omitted if it is not reasonable to prepare the DD Form 1172 (i.e., cadet has no intention of getting the Reserve ID due to the distance to the support base). When completing the DD Form 1172, under "Privileges Authorized," place a "Y" in the "EU" (exchange unlimited) and the "MWR" (morale, welfare, and recreation) block. All other blocks must have an "N." The expiration date should be 30 days following commissioning date.

4.12.3.1. Do not submit applications for ID cards until 30 days after enlistment.

4.13. Members of Reserve Forces

4.13.1. Air Force Reserve (Active, Ready, Inactive, or Standby). If the POC or scholarship applicant or scholarship designee is already a member of the Air Force Reserve, applicant or designee must be discharged and immediately reenlisted in the ORS. This break in service must occur since POC or scholarship members do not accrue service credit for time spent in the ORS. It is not necessary to obtain a conditional release before reenlisting; however, units must coordinate with the individual's active Reserve detachment and obtain approval for

discharge and subsequent enlistment into the ORS. (If inactive Air Force Reserve, the detachment is HQ ARPC). Upon enlisting scholarship and POC members, forward a copy of the applicant's DD Form 4 to HQ ARPC/DPAAD, 6760 East Irvington Place, #1700, Denver CO 80280-1700.

4.13.2. Reserve Components Other than Air Force Reserve. If an individual is a member of a Reserve component or a member of the Air Force or Army National Guard, a clearance from the service must be received before enlisting in the ORS. Use the DD Form 368, **Request for Conditional Release**, to request a clearance so the individual may enlist in the ORS. Complete Part I of the DD Form 368. Upon receipt of approval (DD Form 368, Part II), or written notification of the clearance, the individual may be enlisted. Do not ask for a discharge when requesting a clearance for enlistment. For conditional release for Marine Corps Standby Reserve, see Attachment 3. **NOTE: With certain restrictions, cadets may participate concurrently in AFROTC and the Guard or Reserve forces based on current benefits associated with their participation.** Applicants for this program must meet all POC entry standards, compete and receive an EA during the PSP. Prior to competing for an EA PSP applicants must secure a conditional release. Complete Sections 1-4 of the DD Form 368 and in Section 5 annotate a date, in the space provided, that is 30 days prior to the date the cadet is due to commission. Forward the request IAW paragraph 4.13.2.1. If the request is approved and upon successful completion of FT the cadet is automatically authorized placement in pursuing status until the valid date of the conditional release at which time the cadet will enlist in the ORS. Cadets placed in pursuing status must meet appropriate POC military and academic retention standards, meet AS class and LLAB objectives, obtain necessary waivers as required, meet appropriate physical fitness requirements, and may compete for rated categorization. The pursuing student will not be eligible for subsistence or scholarship, to include incentive programs. HQ AFROTC may withdraw a student's EA if retention is determined not to serve the best interest of the Air Force. If the conditional release request is disapproved, place the student in special student status.

4.13.2.1. Submit requests for clearance:

4.13.2.1.1. For a member of the Army National Guard or Air National Guard to the appropriate State Adjutant General.

4.13.2.1.2. For a member of the United States Army Reserve:

4.13.2.1.2.1. Ready Reserve - to the detachment of assignment.

4.13.2.1.2.2. Standby Reserve - US Army Regulations do not require a conditional release on a member of the United States Army Standby Reserve in order to permit enlistment in any service. Furnish the US Army Administration Center, 9700 Page Boulevard, St Louis MO 63132-1528, a copy of the cadet's DD Form 4 following enlistment.

4.13.2.1.3. For a member of the United States Naval Reserve:

4.13.2.1.3.1. Ready Reserve - to the detachment of assignment.

4.13.2.1.3.2. Standby Reserve - to the Commanding Officer, Naval Reserve Personnel Center, ATTN: 411, 4400 Dauphine, New Orleans LA 70149-7800.

4.13.2.2. For a member of the United States Marine Corps Reserve:

4.13.2.2.1. Ready Reserve - to the detachment of assignment.

4.13.2.2.2. Standby Reserve - to the appropriate Marine Corps District Headquarters (see Attachment 3).

4.13.2.2.3. USMC Platoon Leaders Course (PLC) - to the Commanding General, Marine Corps Recruiting Command, 2 Navy Annex, Washington DC 20380-1775.

4.13.2.3. When enlistment is completed, notify the agency granting the clearance via DD Form 368 by completing Part III, Notice of the Enlistment, or by letter. Furnish a copy of the cadet's DD Form 4 and the Reserve Order announcing enlistment in the ORS and request the individual be discharged effective the day before enlistment in the ORS.

4.13.2.4. If, for any reason, the individual is not enlisted in the ORS, the agency which granted the conditional release must be notified so the conditional release can be terminated.

4.14. Reenlistment in the ORS

4.14.1. An applicant for POC or scholarship readmission who was previously disenrolled from the ORS, must be enlisted in the ORS in the same manner as an initial enlistee.

4.15. Erroneous Enlistment, Fraudulent Enlistment, and Administrative Error

4.15.1. Definitions:

4.15.1.1. Erroneous enlistment is one the Air Force should not have accepted, but it does not involve fraud. Errors in the enlistment process occur when the Air Force does not have the true facts or does not take the correct actions.

4.15.1.2. Fraudulent enlistment is one involving deliberate material mis-representation, omission, or concealment that, if known at any time in the enlistment process, might have resulted in rejection.

4.15.1.3. Administrative error is made on the part of the Air Force.

4.15.2. Required Actions:

4.15.2.1. All erroneous enlistment waiver requests require HQ AFROTC/RRFP approval via an AFROTC IMT 22.

4.15.2.2. Fraudulent enlistments must be investigated for disenrollment. Advise the cadet, via AFROTC IMT 16 that the enlistment was not a valid enlistment as it was not authorized by existing directives and service performed during the enlistment is not

creditable for any purpose. Clearly identify the disqualifying factor that made the enlistment invalid.

4.15.2.3. Administrative error must be corrected by the detachment holding the cadet's records even if the cadet was enlisted at a Military Personnel Flight (MPF) or another detachment. When the items are corrected, an MFR must be placed in section I of the cadet's UPRG listing the errors and corrections made.

4.15.2.3.1. Correction of DD Form 4:

4.15.2.3.1.1. Before submission of the AF IMT 24 package to HQ AFPC, line out erroneous entry, insert correct entry, and have member and Air Force representative initial the changes. Include a short statement in a clear area on the form to identify the item corrected, date corrected, and the activity making the correction. This statement is signed by both the member and the Air Force representative making the change. In addition, annotate the form at the top as "Corrected Copy."

4.15.2.3.1.2. If an incorrect entry is detected after submission of the DD Form 4 to HQ AFPC, follow the guidance in paragraph 4.15.2.3.1.1 above and send a copy of the corrected form to HQ AFPC along with a letter requesting they change their copy of the form. Changes in personal data, such as name changes, etc., do not require a correction to the DD Form 4.

4.15.3. Examples of Erroneous Enlistment. An erroneous enlistment exists when a cadet was enlisted who:

4.15.3.1. Reported an involvement on the AFROTC IMT 35 correctly, the involvement required HQ AFROTC waiver, but the waiver was not obtained.

4.15.3.2. Was not medically qualified for enlistment.

4.15.3.3. Had subsequent medical determination that invalidated the initial medical certification.

4.15.3.4. Was a previously disenrolled member of an officer-training program, required HQ AFROTC waiver for reentry, but the waiver was not obtained.

4.15.3.5. Was not AFOQT qualified (reference AFROTCI 36-2019 for 4-year CSP winners).

4.15.3.6. Did not meet AFROTC academic standards and did not receive a waiver from higher headquarters.

4.15.3.7. Had not attained the minimum age for enlistment or would exceed the maximum age for commissioning according to their established commissioning date, but did not receive a waiver from the appropriate authority.

4.15.3.8. Was 17 years old and failed to receive parental consent, unless married; or signed the AF IMT 1056 before achieving legal age requirements according to the state where enlistment occurred.

4.15.3.9. Indicated conscientious objector status.

4.15.3.10. Was not a United States citizen.

4.15.3.11. Had properly disclosed information on the AF IMT 2030 that was either disqualifying or required a HQ AFROTC waiver, but the waiver was not obtained.

4.15.3.12. Was not fully enrolled in the institution and tentatively scheduled to receive a baccalaureate degree in the contracted fiscal year (FY) group.

4.15.3.13. Failed to complete an AF IMT 1056 on the day of enlistment (excluding parental consent, if required).

4.15.3.14. Was a member of any active or reserve component of the armed forces, except Air Force Reserve or US Army Standby Reserve, and did not have a conditional release.

4.15.3.15. Was a present or former commissioned officer, an officer in the Health Services and Mental Health Administration, or a member of the National Oceanic and Atmospheric Administration.

4.15.3.16. Had prior military service, but the DD Form 214 was not certified by HQ AFROTC/RRFP for reenlistment.

4.15.3.17. Entered the POC (2-year program) without successful completion of field training or HQ AFROTC/RRFP deferral of FT.

4.15.3.18. Had not successfully completed required prerequisite training (GMC, FT, or its equivalent) but entered the POC without a waiver from higher headquarters.

4.15.3.19. Is a male cadet 18 years or older who had not registered for the Selective Service.

4.15.3.20. Had been properly administered the PFT prior to enlistment, but failed.

4.15.3.21. Had been properly administered a BMI check prior to enlistment, but exceeded standards.

4.15.4. Examples of Fraudulent Enlistment. A fraudulent enlistment exists when a cadet was enlisted who deliberately failed to report or materially misrepresented:

4.15.4.1. A civil involvement that happened before enlistment.

4.15.4.2. A previous disenrollment as a contract member of an officer training program.

4.15.4.3. Not in good academic standing.

4.15.4.4. Information on their physical exam.

4.15.5. Examples of Administrative Error. An administrative error in the enlistment process exists when:

4.15.5.1. The cadet inadvertently failed to report an involvement that happened before enlistment.

4.15.5.2. The cadet did not properly complete the PFT prior to enlistment. Administrative error exists only if the cadet subsequently passed the PFT in the first attempt after enlistment. If they did not pass, the enlistment is erroneous and paragraph 4.13.2.1 applies.

4.15.5.3. The cadet did not properly have height, weight, and BMI (if applicable) checked prior to enlistment. Administrative error exists only if the cadet subsequently passed height, weight, and BMI in the first check after enlistment. If they did not, the enlistment is erroneous and paragraph 4.15.2.1 applies.

4.15.5.4. An ASCP, SOAR, or POC Early Release Program cadet was not enlisted in the ORS on the day following separation from active duty according to AFI 36-3208, *Administrative Separation of Airmen*.

4.15.5.5. Errors occur in the preparation of the DD Form 4.

4.15.5.6. Did not initial corrections or erasures occur on the AF IMT 1056.

4.15.5.7. The AFROTC IMT 35 was not recertified on the date of but prior to enlistment. Administrative error exists only when the cadet recertifies and lists no additional involvements; or lists additional involvements that are waivable by the detachment commander, and the detachment commander waives them. If involvements are listed that require HQ AFROTC/RRFP approval, then the enlistment is erroneous and paragraph 4.15.2.1 applies.

4.15.5.8. The AF IMT 2030 was not recertified at time of enlistment. (Administrative error exists only if the cadet attests to "No Change.") If the cadet recertifies and lists substance abuse, the enlistment is erroneous and paragraph 4.13.2.1 applies.

4.15.5.9. The cadet had prior military service and was contracted before receipt of the reenlistment code and DD Form 214 from the appropriate agency, or who was contracted based on a review of the individual's copy of the DD Form 214. If the DD Form 214 is reviewed and the cadet was not eligible for enlistment, the enlistment is erroneous.

4.15.5.10. Enlisted based on meeting all eligibility requirements (reference AFROTCI 36-2019) for a fully-qualified scholarship program (e.g., Express, etc.), but failed to properly receive HQ AFROTC/RRUE approval via WINGS. If it determined that the individual was actually not eligible to activate the scholarship at the time of enlistment, then it is an erroneous enlistment.

4.16. Change or Correction of Name or SSN after Enlistment and Before Commissioning

4.16.1. Use the following procedures to update a cadet's records whenever a name change occurs after enlistment:

4.16.1.1. Cadet Responsibilities. From the nearest United States Post Office or Social Security Office, obtain and complete an SS-5, Application for a Social Security Number Card. Provide a reproduced copy of this form and all other documentary proof of the name change to the detachment.

4.16.1.2. AFROTC Detachment Responsibilities:

4.16.1.2.1. Update the cadet's UPRG using locally available documentary proof (copy of marriage license, etc.). NOTE: Existing cadet records at the detachment such as the AF IMT 1056 and DD Form 4/1 do not require correction, but, the DD Form 93 must be updated.

4.16.1.2.2. Update WINGS.

4.17. Security Clearance

4.17.1. All contract cadets must have an open security clearance before they can be commissioned. Cadets without prior service must have a national agency check, local agency check, and credit check (NACLC). Cadets with prior service must have at least an NACLC.

4.17.2. Dual Citizenship. Cadets who hold dual citizenship with a foreign country could be ineligible for a security clearance. It will be necessary for them to denounce their citizenship with the foreign country through the state consulate. Documentation received from the consulate once citizenship has been denounced must be included when submitting clearance paperwork.

4.17.3. Responsibilities:

4.17.3.1. Cadets: Complete the necessary information on the SF 86, **Questionnaire for National Security Positions**.

4.17.3.2. Unit Security Manager: Responsible for the management of Joint Personnel Adjudication System (JPAS); to include submitting cadet security clearance applications from the Electronic Personnel Security Questionnaire (EPSQ) program to the Office of Personnel Management (OPM), and maintaining information in WINGS from initiation to granting of clearance on all applicable cadets. Units should coordinate with their region to establish a JPAS account. Further instructions are located on the AFOATS Restricted Website under the Registrar link.

4.17.3.3. Region Security Manager: Responsible for assisting detachments in establishing and maintaining JPAS accounts to include unlocking accounts or resetting passwords.

4.17.3.4. HQs Security Manager: Acts as the liaison between the Region Security Manager and outside agencies.

4.17.4. The 30-Day Requirement. The detachment will forward a request for a NACLC for all non-prior service cadets no later than 30 days after enlistment. **EXCEPTION:** Freshman cadets activating a scholarship/enlisting will forward a NACLC request 30 days after start of host institutional classes of the sophomore year/AS200. For information regarding upgrades on security clearances, refer to AFROTCI 36-2013. Forward the request as follows:

4.17.4.1. Complete the SF 86. Ensure you use the Security Officer Edition of EPSQ for final validation and printing for submission. AFI 31-501, *Personnel Security Program Management*, is the governing instruction for completing the SF 86. Units must also complete the *Agency Use Information (SF86)* and the OPM Cover sheet (available on the HQ AFOATS Restricted Website under the OPM link on the Registrar page.

4.17.4.2. Mail to U.S. Office of Personnel Management (OPM) one original FD-258, **FBI Applicant Fingerprint Card**. For initial Secret and Top Secret clearances, the address is: U.S. Office of Personnel Management (OPM), Federal Investigations Processing Center, PO Box 700, Attention: AF Staff, 1137 Branchton Road, Boyers PA 16018-0700. For periodic reinvestigations, use the same address as above except use P.O. Box 49. Units must maintain one copy of the completed/signed SF 86 until the NACLC is granted. If you receive a receipt from OPM, file with the SF 86.

4.17.5. Tracking. All detachments must track the status of a pending security clearance in WINGS until a clearance is granted, cadet is commissioned or the clearance is withdrawn. After submitting and receiving the receipt of a clearance request; an initial status check in JPAS will be accomplished 150 days later and every 60 days thereafter until a security clearance has been finalized or commissioning has occurred. **NOTE: Detachments must ensure information is accurately reflected in WINGS by the last duty day of March, June, September, and December to allow HQ AFROTC/RRFP to pull quarterly statistics.**

4.17.6. Inquiries. All clearance status requests can be made using JPAS under research/eligibility or by contacting the respective region security manager.

4.17.7. Canceling an Investigation. If an NACLC is still pending, notify the investigation agency when a cadet is dropped or disenrolled. Document notification and indicate at a minimum the cadet's full name, SSN, the date the SF 86 was submitted, and the date of enlistment.

4.18. Prior Investigations

4.18.1. Clearance eligibility for prior service cadets is based on three factors: what type of clearance is required for commissioning, date of current investigation and whether there is any break in service. If a cadet does not meet any of the criteria outlined below, submit clearance as stated in paragraph 4.17.

4.18.1.1. Secret clearances that meet *both* of the following conditions are acceptable for commissioning: 1) The date of the *investigation* (ENTNAC, NACLC or Periodic Re-investigation) must be less than 9 years, 6 months old at time of commission; 2) There must be less than a 24-month break in service between the date of separation from active duty and the date enlisted into the Inactive Reserve/ORS. Recertification is not required.

4.18.1.2. Top Secret clearances that meet *both* of the following conditions are acceptable for commissioning when only a **Secret** clearance is required: 1) The date of the *investigation* must be less than 9 years, 6 months old at time of commission; 2) There must be less than a 24-month break in service between the date of separation from active duty and the date enlisted into the Inactive Reserve/ORS. Recertification is not required.

4.18.1.3. Top Secret clearances that meet both of the following conditions are acceptable for commissioning when a **Top Secret** clearance is required: 1) The date of the clearance investigation must be less than 4 years, 6 months old at time of commission; 2) There must be less than a 24- month break in service between the date of separation from active duty and the date enlisted into the Inactive Reserve/ORS. Recertification is not required.

Figure 4.1 AF IMT 1056 Instructions

<u>PAGE 1</u>	
1	STUDENT'S NAME: Enter cadet's last name, first name and middle initial (or NMI, if none).
2	SSN: Enter cadet's Social Security Number.
3	NAME AND ADDRESS OF INSTITUTION: Enter the school name and address where the cadet attends college.
4	DATE OF BIRTH: Enter cadet's date of birth (YYMMDD)
5	ACADEMIC MAJOR IN WHICH DEGREE IS TO BE ATTAINED: Enter the academic major that the cadet will/has complete/(ed) a bachelors degree. If the cadet will pursue a graduate degree or second bachelor's degree, and will complete it prior to commissioning you may enter that degree at the cadet's request. Use the LOA Roster (CSP only), AFROTC IMT 48 and SMR to verify.
6	FISCAL YEAR COMMISSION IS TO BE ADMINISTERED: Enter the full fiscal year, e.g., 2001, 2002, etc., the commission is to be administered based on completion of a bachelor's degree and all AFROTC training requirements, i.e., field training and all required AFROTC course work. Use the AFROTC IMT 48 and SMR to verify
7	SCHOLARSHIP PROGRAM: "X" if cadet is activating an AFROTC scholarship (any type, including incentives).
8	PROFESSIONAL OFFICER COURSE (POC): "X" if cadet is entering the POC.
NOTE: "X" both SCHOLARSHIP PROGRAM and POC blocks if cadet is activating a scholarship and entering the POC concurrently.	
9	TYPE OF SCHOLARSHIP: Enter the type, as applicable, of scholarship being activated, e.g., Type 1, Type 2, Type 6, etc., or Not Applicable
10	LENGTH OF SCHOLARSHIP: Enter either number of years, semesters or quarters (e.g., 2 years, 4 semesters, or 8 quarters) or Not Applicable. Do not include extended (AS800) entitlements.
11	TYPE OF ENLISTED COMMISSIONING PROGRAM: As applicable, enter the type of enlisted commissioning program through which the cadet entered AFROTC, e.g., POC-ERP, SOAR, ASCP, etc, or Not Applicable.

Figure 4.1 AF IMT 1056 Instructions

12	TYPE OF COMMISSION: Follow the instructions on page 1 of AF IMT 1056
13	CATEGORY: Follow the instructions on page 1 of AF IMT 1056
14	ENLISTMENT PAY GRADE/RANK: Enter appropriate pay grade/rank according to AFI 36-2002.
15	ENTER THE CADET'S FIRST NAME, MIDDLE INITIAL AND LAST NAME ON THE LINE FOLLOWING: This agreement is entered into between the Department of the Air Force and...
PAGE 6	
PART II:	
16	In paragraph 4 enter the type of scholarship or incentive, e.g., Type 1, Type 2, Type 6, etc., which is being activated or Not Applicable
PART III:	
17	DATE: Enter the date the form is signed (YYMMDD)
18	NAME OF APPLICANT/SIGNATURE/SSN: Enter the cadet's name and Social Security Number as entered on page one. Cadets must sign their name as printed on the contract.
19	SIGNATURE OF WITNESSES: Two adults, not related to the cadet, must witness the cadet's signature. If a notary public signs, only their signature is required as a witness.
20	COMPLETE Parent/legal guardian consent if applicable. (If applicable, the cadet and parent/legal guardian are authorized to sign the contract prior to the day of enlistment)
21	NAME OF AFROTC DETACHMENT OFFICER REPRESENTATIVE: Complete date block (YYMMDD), name block and obtain the detachment officer representative's signature (PAS/APAS) the day of, but prior to enlistment. The detachment officer representative cannot also sign as a witness.

Figure 4.2 Changes to the AF IMT 1056 Instructions

<u>CHANGES PAGE</u>	
22	COMPLETE the first sentence by filling in the appropriate date, month, year and cadet's name (the same as entered on the contract)
23	COMPLETE the change blocks as appropriate, filling in the data change FROM blocks and the data change TO blocks
24	DATE: Enter date the cadet and the detachment commander signs the Changes Page (YYMMDD)
25	PRINT NAME OF STUDENT: Enter the cadet's name as printed on the Page 1
26	PRINTED NAME OF PAS: Enter detachment commander's name, rank and USAF
27	SSN: Enter the cadet's Social Security Number
28	DUTY TITLE: Enter the detachment commander's duty title
29	SIGNATURE OF STUDENT: Cadets must sign their name as printed on the contract
30	SIGNATURE OF PAS: Detachment commander signs
31	ENTER attachment number as applicable and print the cadet's full name (as printed on Page 1)
32	SUCCESSIVELY enter the page numbers of the "Changes Page" starting with number 7

Figure 4.2. Changes to AF IMT 1056

Rule	If the change	then	and
1	is between any category	prepare an AF IMT 1056 "Changes Page"	Obtain consent of parent or guardian if member is considered to be a minor by the state at the time the AF IMT 1056 "Changes Page" is signed. Type the parent/legal guardian's statement from page 5 in the block on the
2	is from non-scholarship to scholarship	bottom of the "Changes Page" and obtain parent or legal guardian's signature	
3	is from scholarship to non-scholarship		
4	is anything not covered in rules 1 through 3 above		

NOTE: (applies to all rules above):

1. If using AF Form 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract** dated Aug 87, and need to make any change, re-accomplish the AF IMT 1056 using the most recent version of the form. After the personal data area and below the first paragraph under the heading "IMPORTANT," include the statement: "This contract supersedes AF Form 1056 signed date".
2. Counsel cadet via AFROTC IMT 16 when activating or terminating a scholarship.
3. Successively number and attach all AF IMT 1056 "**Changes Pages**" to the AF IMT 1056.
4. Attach a copy of the previous versions AF Form 1056 to the new AF IMT 1056 (including addendums) if the form is re-accomplished on a newer version form.
5. Changes Page: Refusal to sign "**Changes Page**" does not relieve the cadet from the terms of the contract. If the cadet refuses to sign the "**Changes Page**," the detachment commander makes the change, (and contacts HQ AFROTC/RRFP or HQ AFOATS/JA) and attaches an appropriate explanation as to why the changes were required and an indication that the cadet refused to sign the changes.
6. Category Changes: The contract must be changed to reflect awarded category within 10

workdays of member's notification. Individuals failing to sign appropriate change may lose awarded category and automatically revert to previous category, if still qualified. Counsel cadet via AFROTC IMT 16 and notify HQ AFROTC/RRFP immediately.

Chapter 5

CADET PERSONNEL ACTION REQUEST

5.1. General Information

5.1.1. This chapter explains the procedures to request waivers, or other actions, as specified in this instruction.

5.2. Specific Use

5.2.1. The AFROTC IMT 22, **Cadet Personnel Action Request**, is used to request waivers or other actions, as specified in this instruction. (Reference AFROTCI 36-2015 for disenrollments)

5.2.2. Waivers:

5.2.2.1. May be requested for cadets and applicants who fail to meet eligibility requirements.

5.2.2.2. May be requested for contract cadets who fail to maintain academic, military, or other retention standards.

5.3. Submission Guidelines

5.3.1. Make no commitment to the individual, even if previous conversations with HQ AFROTC personnel indicate favorable consideration.

5.3.2. Temporarily inactivate scholarships as required (reference AFROTCI 36-2019).

5.3.3. Submit a separate AFROTC IMT 22 for each individual.

5.3.4. Accomplish an original plus one copy. Submit the original form (front and back) with required attachments; file the other copy in section I of the UPRG. If sending an AFROTC IMT 22 package via fax (not appropriate unless prior coordination), **do not** submit another copy through the mail system.

5.3.5. Submit AFROTC IMT 22 to HQ AFROTC/RRFP. Confirmation of receipt and disposition action will be forwarded via email to the detachment email address. Detachments must allow 30 days (minimum) for processing. **NOTE: Detachments are encouraged to call HQ AFROTC/RRFP prior to completing an AFROTC IMT 22.**

5.4. Completing the AFROTC IMT 22, Cadet Personnel Action Request

5.4.1. Since HQ AFROTC decisions are based on the whole-person concept, it is vital that all information shown is correct, complete, and current. If an item does not apply, enter N/A or leave blank.

5.4.2. Section I. Self-explanatory.

5.4.3. Section II. Personal Data.

5.4.3.1. Block 1 through 5. Self-explanatory.

5.4.3.2. Block 6. GMC (including dual enrollment or accreditation) are 4-year program cadets. All other individuals are 2-year program cadets. In limited circumstances, based on special programs (e.g., OYCP), a cadet is in a 1-year program.

5.4.3.3. Block 7. Enter the actual or projected date of POC entry.

5.4.3.4. Block 8. Enter actual or projected ORS enlistment date. Block 9. Enter scheduled date of graduation and commissioning as projected on the AFROTC IMT 48, AF IMT 1056 and or SMR.

5.4.3.5. Block 10. Enter individual's most recent AFOQT scores.

5.4.3.6. Block 11. Enter the individual's current AS year. Choices are: 100, 200, 250, 300, 400, 450, 500, 700, 800, and 900. **NOTE: Cadets are not raised to the next AS level until the start of school, except extended cadets.**

5.4.3.7. Block 12. Enter current EA/category as indicated on the SMR. Example: O, P, N, Q, etc.

5.4.3.8. Block 13. Check the appropriate block(s).

5.4.3.9. Block 14. Check the appropriate block(s). In the space provided; indicate: Type - Numeric or by-name type such as 1, 2, 7, etc.; Length - 4, 3.5, 3, 2.5, 2, etc. (in years); Source - For Enlisted Programs use "AECF," "ASCP," "SOAR," or "ERP;" for High School offer use "CSP;" for other offers use "Express," "ICSP," "HBCU," "NSP," "HSI."

5.4.3.9.1. For scholarship length, do not include extended entitlements

5.4.3.10. Block 15. Indicate current academic major with code. If the request asks for a change of academic major, list the requested major with code in section III, block 23.

5.4.3.11. Block 16. Enter credit hours as follows:

5.4.3.11.1. Block 16A. Enter the number of credit hours that constitutes full-time enrollment at the institution at which the cadet or applicant attends.

5.4.3.11.2. Block 16B. Enter the number of credit hours the cadet or applicant is enrolled in this term, or if an AFROTC IMT 22 is submitted between terms, in the last term completed.

5.4.3.12. Block 17. Enter either the year field training was attended or the year the individual is projected to attend.

5.4.3.13. Block 18:

5.4.3.13.1. Enter the start and end dates of the current term, or if an AFROTC IMT 22 is submitted between terms, use the term last completed.

5.4.3.13.2. If the school's grading scale is other than A=4.0, convert to A=4.0 scale.

5.4.3.13.3. Enter the term and cumulative GPAs required for good standing in the individual's curriculum and year at the school.

5.4.3.13.4. Enter the individual's most recent term and cumulative GPAs as reported by the school. When applying GPA standards throughout this instruction, units should use the most recent term and cumulative GPAs as reflected on the transcript or grade report from the current school of attendance. If AFROTC course grades are not included, recompute the GPAs to include them. Units must also include any transfer courses accepted by the degree-granting institution towards degree requirements that are not already included in the cumulative GPA. **NOTE: For graduate cadets competing for an EA, the detachment must factor in the cadet's undergraduate cumulative GPA as shown on transcript.**

5.4.3.13.5. Indicate if the individual is in good academic standing. **NOTE: If the individual's term or cumulative GPA does not meet school requirements, consider them "not" in good academic standing even if the school has not issued a formal notice.**

5.4.3.14. Block 19:

5.4.3.14.1. A: If the individual is or was on active duty or is prior service,

5.4.3.14.2. B: Enter the date the individual was enlisted into the Armed Forces.

5.4.3.14.3. C: Enter the date the individual was separated or discharged, or the individual's projected date of separation.

5.4.3.14.4. D: Complete only if the individual has time remaining in current enlistment (e.g. Enlisted Commissioning Programs).

5.4.3.15. Block 20. Check appropriate blocks.

5.4.3.16. Block 21. Enter the number of each conditional event, the date the conditional was awarded, and the reason for each conditional event.

5.4.4. Section III. Requests:

5.4.4.1. Block 22: Request must be specific and complete. (e.g. DOG/DOC change).

5.4.4.2. Block 23. Indicate in the appropriate spaces provided the changes you are requesting for review. Do not annotate current information in this block. For example, a mechanical engineer (4MYE) wants to change major to an electrical engineer (4IYE) and extend his DOG/DOC from 01 Jun 04 to 15 Dec 04; indicate the following: Major - Electrical Engineer; Code - 4IYE; DOC - 15 Dec 04; DOG - 15 Dec 04.

5.4.4.3. Block 24. State the rationale for the request. Ensure commander's comments are clear and concise to include a specific recommendation and cadet's current AS class ranking. **If left blank, request will be returned without action (RWOA).**

5.4.4.4. Block 25. Unless otherwise specified, submit only required attachments do not send originals.

5.4.4.4.1. Attachments in Block 25A **are required** in all instances. Line through those attachments not included in the request.

5.4.4.4.1.1. Transcripts:

5.4.4.4.1.1.1. Complete unofficial transcripts or grade cards for all completed terms are required for all requests. Exceptions: If a transcript or grade card for the most recently completed term is not available, submit a statement of the individual's academic performance for that term. The statement, as in the case of transcripts, must include titles of all courses attempted, credit hours per course, grade earned in each, and both term and cumulative GPA for each term.

5.4.4.4.1.1.2. **Underline in red or highlight all AFROTC courses** on the transcript. Detachments must provide readable, usable products. The product must clearly identify the student, the institution of attendance, and academic performance for each term of attendance. If necessary, write or type this information on the product. Products that are difficult to read or understand, or that contain excessive amounts of extraneous data (such as computer comments) will cause the entire package to be returned for reaccomplishment.

5.4.4.4.1.2. Weight/Fitness Report. Submit a copy of the fitness report documenting the cadet's entire height, BMI, and fitness history. **Do not send snapshots from WINGS.**

5.4.4.4.1.3. Field Training Performance Report (FTRP). Required for all requests. Exception: If the cadet or applicant has not attended FT, ensure section II, block 19, reflects the projected attendance date.

5.4.4.4.2. Attachments in Block 25C are submitted as required. Circle the number beside the attachment if it is included with the request. Requirement is determined by

AFOATS/AFROTC instructions, the specific nature of the request, and as directed by HQ AFROTC/RRFP.

5.4.4.4.2.1. AFROTC IMT 35/Affidavits. Submit AFROTC IMTs 35 (and AFROTC IMT 4/AFROTC IMT 14, with corroboration where applicable) on any involvement for which a waiver is being requested or for other reasons as required by HQ AFROTC/RRFP or the detachment commander. **NOTE: DUI waiver requests require blood/alcohol content test results and or field sobriety test results.**

5.4.4.4.2.2. Counseling Records. Submit copies of counseling records relevant to the request.

5.4.4.4.2.3. Institution Documentation. This may be required to show an individual's standing with school with regard to enrollment, full-time status, date of graduation, financial aid, class attendance, homework completion, etc.

5.4.4.4.2.4. Cadet Statements. Submit copies of cadet statements if appropriate or when directed by HQ AFROTC/RRFP.

5.4.4.4.2.5. DD Form 214. Include if requesting waiver of reenlistment ineligibility.

5.4.4.4.2.6. DD Form 785. Include if requesting waiver of prior disenrollment.

5.4.4.4.2.7. AF IMT 2030. Include on all drug waiver requests.

5.4.4.4.2.8. SF 88 or DD Form 2351. Include when requesting a category change or deferral from FT.

5.4.4.4.2.9. AFROTC IMT 48 (or equivalent). Include if pertinent to the request or when directed by HQ AFROTC. **NOTE: Old and new AFROTC IMTs 48 must be included for request involving change of major and or DOC/DOG**

1.1.1.1.1. OTHER. Indicate any other documents submitted as attachments that are pertinent to the request.

5.4.4.5. Block 26. The detachment commander's signature, or when absent, the commander's designated representative's signature, must appear on all copies of the AFROTC IMT 22.

5.4.4.6. Section IV. LEAVE BLANK

5.5. Appeals

5.5.1. Whenever detachment commanders desire to appeal an AFROTC IMT 22 action that was previously disapproved by HQ AFROTC/RRFP, they must resubmit the AFROTC IMT 22 package with a cover letter justifying the reconsideration to HQ AFROTC/RRFP for

reevaluation by HQ AFROTC/RR. Decisions will be returned to the detachment via email

5.6. Telephonic Waivers

5.6.1. HQ AFROTC/RRFP will use AFROTC IMT 21, **Telephone Personnel Actions Request**, to process and document telephonic waivers. The following actions are approved through telephonic waivers:

5.6.1.1. Field training deferral based on medical reasons

5.6.1.2. Dual enrollment (POC only where required)

5.6.1.3. Program continuation/waiver of prior service (freshmen cadets who exercise freshmen option with a “3” on the DD Form 785 only)

5.6.2. Approved requests will be given a telephone waiver number. The detachment must annotate this waiver number, signed by the commander, with any HQ AFROTC/RRFP verbal instructions and filed in the cadet’s UPRG.

5.6.3. Denied telephone waivers are not final disapprovals. A telephonic denial may be appealed only by submitting an AFROTC IMT 22 to HQ AFROTC/RRFP. Do not request additional telephonic review.

5.7. Cadet Notification. Cadets must be counseled via AFROTC IMT 16 on results of all waiver requests.

Chapter 6

FORMS AND INFORMATION MANAGEMENT TOOLS (IMT)

6.1. Adopted: SF 86, **Questionnaire for National Security Positions**; SF 88, **Medical Record Report of Medical Examination**; SF 93, **Report of Medical History**; SF 507, **Medical Record**; SF 513, **Medical Record - Consultation Sheet**; DD Form 4, **Enlistment/Reenlistment Document – Armed Forces of the United States**; DD Form 93, **Record of Emergency Data**; DD Form 214, **Certificate of Release or Discharge from Active Duty**; DD Form 368, **Request for Conditional Release**; DD Form 785, **Record of Disenrollment from Officer Candidate Type Training**; DD Form 1172, **Application for Uniform Services Identification Card DEERS Enrollment**; DD Form 2005, **Privacy Act Statement-Health Care Records**; DD Form 2351, **DoD Medical Examination Review Board (DODMERB) Report of Medical Examination**; DD Form 2370, **DoD Medical Examination Review Board (DODMERB) Three Day Blood Pressure and Pulse Check**; DD Form 2480, **DoD Medical Examination Review Board (DODMERB) Report of Dental Examination**; DD Form 2492, **DoD Medical Examination Review Board (DODMERB) Report of Medical History**; DD Form 2807-1, **Report of Medical History**; DD Form 2807-2, **Medical Prescreen of Report of Medical History**; DD Form 2808, **Report of Medical Examination**; DJFD-258, **FBI Applicant Fingerprint Card**; Immigration Form I-151 or I-551, **Alien Registration Receipt Card**; AF

Form 10, **Unit Personnel Record Group**; AF IMT 24, **Application for Appointment as Reserves of the Air Force or USAF without Component**, AF IMT 56, **Application & Evaluation for Training Leading to a Commission in the United States Air Force**; AF IMT 357, **Family Care Certification**, AF IMT 422, **Physical Profile Serial Report**, AF IMT 883, **Privacy Act Statement - US Air Force Application Record**; AF IMT 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract**; AF Form 1256, **Certificate of Training**; AF IMT 2030, **USAF Drug and Alcohol Abuse Certificate**; AF IMT 3010, **USAF Statement of Understanding for Dependent Care Responsibility**; AFROTC IMT 53, **Cadet Assignment Preference Worksheet**; AFROTC IMT 88, **Extended Terms of Scholarship Entitlements Acknowledgement and Certification**; AFJROTC Form 310, **AFJROTC Certificate of Completion**.

6.2. Prescribed: AFROTC IMT 4, **Affidavit Civil Involvement**; AFROTC IMT 14, **Law Enforcement Inquiry**; AFROTC IMT 16, **Officer Candidate Counseling Record**; AFROTC IMT 20, **Application for AFROTC Membership**; AFROTC IMT 21, **Telephone Personnel Actions Request**; AFROTC IMT 22, **Cadet Personnel Action Request**; AFROTC IMT 26, **AFROTC Cadet Record Inventory Section 1 – 4**; AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**; AFROTC IMT 46, **Transmittal of AFROTC Physical Examination**; AFROTC IMT 48, **Planned Academic Program**; AFROTC IMT 63, **AFROTC Membership Action Checklist**; AFROTC IMT 500, **Restrictions on Personal Conduct in the Armed Forces**; AFROTC IMT 704, **Academic Performance Inquiry**.

STEVEN E. WAYNE, Colonel, USAF
Commander, Air Force ROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 88-647

10 U.S.C 2104, *Eligibility for Advanced Training*

10 U.S.C. 2107, *Financial Assistance Program for Specially Selected Members*

AFPD 36-20, *Accession of Air Force Military Personnel*

AFI 10-248, *Fitness Program*

AFI 31-501, *Personnel Security Program Management*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2908, *Family Care Plans*

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*

AFI 36-3208, *Administrative Separation of Airmen*

AFDIR 37-144, *Air Force Privacy Act Systems of Records Notices*

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-103/AFOATS Supplement 1, *Temporary Duty Orders*

AETCI 36-2002, *Recruiting Procedures for the Air Force*

AFROTCI 24-101, *AFROTC Transportation Procedures*

AFROTCI 36-2007, *AFROTC Weight and Fitness Programs*

AFROTCI 36-2010, AFROTC Field Training Program

AFROTCI 36-2012, AFROTC Professional Development Training Programs

AFROTCI 36-2013, AFROTC POC, Pilot and Navigator Allocations Management

AFROTCI 36-2014, AFROTC Enrollment and Relation with Host/Nonhost Instruction, Cross-town, and Consortium Institutions

AFROTCI 36-2015, AFROTC Contract Cadet Disenrollments

AFROTCI 36-2017, AFROTC College Program

AFROTCI 36-2018, AFROTC Special Actions Program

AFROTCI 36-2019, AFROTC Scholarship Programs

AFROTCI 65-101, AFROTC Financial Management – Cadet Program

Abbreviations and Acronyms

ACT – American College Testing

ADSC – Active Duty Service Commitment

AECF – Airman Education Commissioning Program

AFIT – Air Force Institute of Technology

AFJROTC – Air Force Junior Reserve Officer Training Corps

AFMSA – Air Force Medical Support Agency

AFOATS – Air Force Officer Accession and Training Schools

AFOQT – Air Force Officer Qualifying Test

AFPC – Air Force Personnel Center

AFROTC – Air Force Reserve Officer Training Corps

AFSC – Air Force Specialty Code

ANGUS – Air National Guard of the Uniformed Services

APAS – Assistant Professor of Aerospace Studies

AROTC – Army Reserve Officer Training Corps

ARSMOD - Adaptability Rating for Space and Missile Operations Crew Duty

AS – Aerospace Studies

ASCP – Airman Scholarship Commissioning Program

ATC – Air Traffic Control

ATP – Advanced Training Program

AY – Academic Year

BA – Bachelor of Arts

BAC – Blood and Alcohol Content

BMI – Body Mass Index

BS – Bachelor of Science

BSC – Biomedical Sciences Corps

CAP – Civil Air Patrol

CLS – Commander’s Leadership Scholarship

CO – Conscientious Objector

CSP – College Scholarship Program

DG – Distinguished Graduate

DIEMS – Date Initially Entered Military Service

DLI – Defense Language Institute

DOB – Date of Birth

DOC – Date of Commissioning

DODMERB – Department of Defense Medical Examination Review Board

DOG – Date of Graduation

DSS – Defense Security Service

EAD – Extended Active Duty

ECL – English Comprehension Level

ECP – Enlisted Commissioning Program

EOT – Equal Opportunity and Treatment

EPSQ – Electronic Personnel Security Questionnaire

ERP – Early Release Program

FAA – Federal Aviation Administration

FICE – Federal Interagency Committee on Education

FT – Field Training

FTMARS – Failure to Maintain Academic Retention Standards

FTMMRS – Failure to Maintain Military Retention Standards

FTPR – Field Training Performance Report

FY – Fiscal Year

GLP – Graduate Law Program

GMC – General Military Course

GPA – Grade Point Average

HBCU – Historically Black Colleges and Universities

HIV – Human Immunodeficiency Virus

HS – High School

IAW – In Accordance With

IMT – Information Management Tool

JA – Judge Advocate

JFTR – Joint Federal Travel Regulation

LLAB – Leadership Laboratory

MAW – Maximum Allowable Weight

MEPS – Military Entrance Processing Station

MPF – Military Personnel Flight

MSO – Military Service Obligation

MTF – Military Treatment Facility

NA – Not Applicable

NACLC – National Agency Check, Local Agency Check, and Credit Check

NET – No Earlier Than

NLT – No Later Than

NROTC – Navy Reserve Officer Training Corps

OPI – Oral Proficiency Interview

OPR – Office of Primary Responsibility

ORS – Obligated Reserve Section

OSD – Office of the Secretary of Defense

OTS – Officer Training School

PAS – Professor of Aerospace Studies

PDT – Professional Development Training

PFA – Physical Fitness Assessment

PMS – Professor of Military Science

PMT – Practical Military Training

PNA – Period of Non-Attendance

PNQ – Potentially Navigator Qualified

PNS – Professor of Naval Science

POC – Professional Officer Course

PPQ – Potentially Pilot Qualified

PSP – Professional Officer Course Selection Process

RAT – Reading Aloud Test

RDA – Regional Director of Admissions

RE – Reenlistment Eligibility

ROTC – Reserve Officer Training Corps

SecAF – Secretary of the Air Force

SAP – Scholarship Actions Program

SAT – Scholastic Aptitude Test

SMOD – Space/Missile Operational Duty

SOAR – Scholarships for Outstanding Airmen to ROTC

SSB – Special Separation Benefit

SSN – Social Security Number

UDS – Urine Drug Screen

UFT – Undergraduate Flying Training

UPRG – Unit Personnel Record Group

UCMJ – Uniform Code of Military Justice

USAFA – United States Air Force Academy

USAFR – United States Air Force Reserve

USPHS – United States Public Health Service

USUHS – Uniformed Services University of Health Sciences

USC – United States Code

VA – Veterans Administration

VSI – Voluntary Separation Incentive

WINGS – Web Intensive New Gain System

YR – Year

Terms Explained

Academic Term. A semester, trimester, quarter, or other comparable detachment of an academic year.

Academic Year (AY). Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

Aerospace Studies (AS). The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

Airmen Education Commissioning Program (AECP). AECP provides an opportunity for carefully screened, career-minded Airmen to complete an undergraduate education in selected academic disciplines, attend field training and receive a commission as a second lieutenant in the Air Force as an active duty reserve officer. AECP students are assigned to AFROTC with duty as a student

AFROTC Graduate. A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed field training, and is awarded at least a baccalaureate degree.

Airman Scholarship Commissioning Program (ASCP). A program that awards AFROTC scholarships to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC program under scholarship.

AS100 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets enrolled in the first (freshman) aerospace studies course and LLAB. They remain AS 100 cadets until disenrolled (contract only), dismissed from LLAB (non-contract only), dropped (non-contract), or entered into the AS 200 course.

AS200 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets in the second (sophomore) aerospace studies course and LLAB. They remain AS 200 cadets until disenrolled (contract only), dismissed from LLAB (non-contract only), dropped (non-contract), or entered into the POC.

AS250 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets dual enrolled in the first (freshman) and second (sophomore) aerospace studies courses, simultaneously. These cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled GMC cadets (AS250) as AS200 cadets. A cadet remains an AS250 until disenrolled (contract only), dismissed from LLAB (non-contract only), discontinued from both AS classes (non-contract only), discontinued from one of the classes and no longer dual enrolled in the GMC (contract and non-contract), or entered into the POC.

AS300 Cadets. Scholarship or non-scholarship cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC and are attending the third (junior) year of aerospace studies course and are participating in LLAB. They remain AS300 cadets until disenrolled (contract only), dismissed (pursuing only), or entered into the AS400 class.

AS400 Cadets. Scholarship or non-scholarship cadets on contract with AFROTC who are enrolled as a member of the second year of the POC and are attending the fourth (senior) year of the aerospace studies course and are participating in LLAB. They remain AS400 cadets until disenrolled, commissioned, or entered into extended cadet status.

AS450 Cadets. Scholarship or non-scholarship cadets on contract with AFROTC who, with approval of HQ AFROTC ONLY, are dual enrolled in the POC and are attending the third

(junior) and fourth (senior) years of aerospace studies courses, simultaneously. These approved cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled POC cadets (AS450) as AS400 cadets. They remain AS450 cadets until disenrolled, discontinued from one of the classes and no longer dual enrolled in the POC, commissioned, or entered into extended cadet status.

AS500 Cadets. Non-contract (non-scholarship) cadets who have either completed the GMC and did not compete for POC selection the previous year or are preparing for membership in the POC. These cadets will participate in LLAB only. They remain AS500 cadets until dropped or entered into the POC.

AS700 Cadets. Contract cadet who has completed all AS class and Leadership Lab requirements but has not graduated. No funds involved.

AS800 Cadets. Contract cadet who has completed all AS class and Leadership Lab requirements but has not graduated and is still receiving additional scholarship entitlements and or stipend.

AS900 Cadets. Cadets who have completed all AFROTC and graduation requirements and are awaiting commissioning due to a delay.

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), or College Scholarship Program (CSP).

Cadet. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

Category. A classification used to identify applicants and cadets with a potential career area utilization as determined by Air Force requirements, the individual's qualifications, and personal desires. The contract categories used in AFROTC are: O (officer candidate); P (pilot); N (navigator); Q (nurse); R (pre-health); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); L (lawyer); and A (Air Battle Manager).

Completed Status. A classification used to identify cadets who have completed ALL AS course requirements and have not yet earned an EA (GMC) or completed degree requirements (POC).

Concurrent Enrollment. Simultaneous enrollment in two courses of the GMC or POC. (NOTE: Concurrent enrollment in a GMC and a POC class is not authorized.)

Conditional Event. A result of a contract cadet failing to maintain academic or military retention standards.

Consortium Arrangement. An agreement which two or more colleges or universities make for their mutual benefit to permit cross enrollment of their students. AFROTC, as a department of a consortium school, shares as a beneficiary of the consortium agreement and can enroll students from any consortium non-host institution without a cross-town agreement provided the non-host institution is an accredited baccalaureate degree-granting or 2-year non-baccalaureate degree-granting institution. The non-host institution agrees to grant appropriate academic credit

applicable toward graduation for the successful completion of courses offered by the Department of Aerospace Studies.

Contract Cadet. A cadet who has executed an AF IMT 1056, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Cross-town Agreement. An agreement between AFROTC, a host institution, and a nonhost institution that either is accredited and grants bachelors degrees or is a 2-year institution not authorized to grant bachelors degrees. The agreement permits students from the non-host institution to enroll in the AFROTC program conducted by the host institution.

Disenrollment. The elimination of a contract GMC or POC cadet from program membership.

Extended Cadets. Contract cadets who have successfully completed all AS academic requirements and FT, but who have not completed institutional degree requirements. Extended cadets must continue to attend and actively participate in LLAB. (They remain extended cadets until disenrolled or commissioned.) Extended cadets must continue to meet all retention standards to include PFT, height, weight, and academic.

Early Release Program (ERP). The POC-ERP program awards AFROTC allocations to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC POC program.

Four-Year Program. The GMC and POC. Includes 4 years of AS classroom instruction, (attended or accredited), LLAB, and a standard field training encampment.

Full-Time Student. An individual enrolled in authorized courses and taking at least the minimum number of credit hours specified in the institutional catalog for designation as a full-time student.

General Military Course (GMC). The first and second years of the 4-year program consisting of AS100 and AS200.

Good Academic Standing. Academic performance that meets or exceeds the minimum guidelines of the host or attending institution.

Involvement. Any offense, violation of law or ordinance, or any other incident causing involvement with civil, military, or school authorities, regardless of final disposition.

Member. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship.

Non-US Citizen Student. A foreign national eligible to participate in the AFROTC program under the provisions of 10 U.S.C. 2103(b) and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*.

Obligated Reserve Section (ORS). The reserve element in which AFROTC cadets are assigned.

Period of Nonattendance (PNA). A period of absence by a cadet from AFROTC, the university, or both.

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program or the first and second year of the 2-year program consisting of AS300 and AS 400 as prescribed under 10 U.S.C. 2104.

Pursuing Status. Identifies any applicant who has an EA, has attended FT, or has had FT deferred, and is temporarily ineligible to enlist or does not wish to enlist, as a result of a condition that is expected to be corrected within one academic term.

Scholarships for Outstanding Airmen to ROTC (SOAR). A program that allows MAJCOM, FOA, and DRU commanders to select or nominate active duty Airmen for AFROTC scholarships and provides for their discharge from active duty to enter the AFROTC program under scholarship.

Special Student Status. An individual, without an EA, who wishes to enroll in an AS course as a nonmember, or who is ineligible for AFROTC membership and may participate in AS classes and LLAB.

Term Abroad. Overseas study opportunity for students offered by many schools with credit applicable at the host school toward the student's degree.

Two-Year Program. A program consisting of an extended FT encampment, the POC, and LLAB.

Transcript. A school-prepared cumulative record of an individual's academic performance.

Attachment 2**PREENLISTMENT & SEPARATION POLICY BRIEFING****PART I. GENERAL INFORMATION AND STEP-BY-STEP BRIEFING:**

- 1) Report to this detachment any changes in personal data that occur after completion of enlistment forms/IMTs or during membership. (For example, change of name, address, telephone number, marital status, number of dependents, etc.)
- 2) Report any changes in medical status. (For example, pregnancy, change in eyesight, any serious illness or injury, any operation, etc.)
- 3) I understand dress, appearance and grooming standards must be maintained. Weight or BMI must be maintained within prescribed limits for continued membership. In addition, I must pass the physical fitness assessment each term.
- 4) I am expected to attend classroom and Leadership Lab sessions, unexcused absences may result in disenrollment.
- 5) Unit policies, procedures, and cadet responsibilities are outlined in the detachment operating instructions. These are available to me upon request.
- 6) Professional Officer Course (POC)/ College Scholarship Program (CSP) membership does not confer military status upon cadets. Although I am enlisted in the Obligated Reserve Section (ORS) of the USAF Reserve, I am regarded as a civilian under the military justice system, so long as I retain my cadet status, and as such, am not subject to the provisions of the Uniform Code of Military Justice (UCMJ). NOTE: if I am involuntarily called to extended active duty (EAD) in my enlisted grade for breach of contract, no new oath will be given. HQ Air Force Personnel Center (AFPC) will publish orders calling me to EAD. At that point, I am subject to the UCMJ based on the original oath of enlistment into the ORS.
- 7) There is no guarantee of approval of an educational or administrative delay following commissioning to permit an AFROTC graduate to pursue graduate study.
- 8) No guarantee can be made as to my active duty career field unless I am a nurse, pre-health, or Graduate Law Program (GLP) selectee. Pilots and Navigators will attend flying school. In all other assignments, the needs of the service and my academic discipline will determine my utilization. My academic discipline is considered in making assignments, but does not guarantee a career field that will specifically utilize the degree.
- 9) If I possess a graduate degree when commissioned, with the exception of the GLP, I am not guaranteed an assignment in or related to my academic discipline.
- 10) If I will study law following commissioning on an educational delay, I must complete a statement indicating I understand that completion of licensing requirements in no way constitutes a guarantee of assignment to judge advocate duties.

11) Should it be discovered that I was not qualified for membership and or was erroneously enlisted, I will be disenrolled from AFROTC and discharged from the AF Reserve unless the condition has been corrected or a waiver can be obtained.

12) If it is discovered that I willfully falsified or concealed information that may have disqualified me from membership and it is determined that I fraudulently enlisted, I could be subject to civil legal action resulting in a fine of \$10,000 or imprisonment of not more than five years, or both, under Title 18, U.S.C. Amended, Section 1001.

13) While participating in Field Training (FT) and enroute to and returning from FT, or while engaged in a flight or receiving flight instruction as a part of the AFROTC program, I may be covered by programs that provide medical treatment and disability and death benefits. The circumstances of each individual case will determine the type and extent of coverage.

14) My future AF duties may involve worldwide assignment, combat duty, remote tours, or association with nuclear weapon systems regardless of dependency status (i.e., married to civilian, unmarried with children, etc.). I am aware and clearly understand this commitment.

15) My total performance as a cadet and student will be evaluated in determining consideration for AFROTC Distinguished Graduate.

PART II. RETENTION STANDARDS

1) If I fail to maintain the standards prescribed for AFROTC membership (academic standing, character, discipline, medical, etc.) I am subject to the following, unless a waiver of the deficiency is approved by the appropriate authority:

(a) Conditional Event: This is provided to a student on contract when a deficiency prevents them from meeting prescribed eligibility or retention standards. A deficiency requiring a fourth conditional will normally result in disenrollment unless the additional conditional is approved by AFROTC.

(b) Scholarship cadets who fail to maintain retention standards may have their scholarship terminated, suspended (not paid) for a term or more, or may be given a conditional depending upon the severity of their deficiency according to AFROTCI 36-2019. If the scholarship of a POC cadet is terminated, the cadet may be retained on contract provided the cadet maintains retention standards required for POC membership.

2) If I am disenrolled I sever membership in AFROTC and may be discharged from the ORS. However, if disenrolled for reasons stated in Part I, paragraph 10, of the AF IMT 1056, I am subject to involuntary call to active duty in my enlisted grade or subject to recoupment of CSP funds. For each cadet disenrolled, a DD Form 785, **Record of Disenrollment from Officer Candidate – Type Training**, will be prepared containing a recommendation for or against future officer training. Once prepared, the DD Form 785 becomes a permanent record retained by the Air Force.

3) Enlisted Commissioning Program cadets. If I am selected for an AFROTC scholarship under the provisions of AFI 36-2013, *Officer Training Schools (OTS) and Airman Commissioning*

Programs, and I am separated early from active duty to accept an AFROTC scholarship and if my scholarship is terminated for any reason, I will not be relieved of my Air Force or AFROTC obligations. Upon scholarship termination, program continuation is at the discretion of HQ AFROTC. If disenrolled as a freshman, my service commitment will be equivalent to the time not served on original enlistment contract when separated to accept an AFROTC scholarship. If my service commitment is less than one (1) year at the time of release to enter AFROTC, I will be discharged and will not be called to EAD unless requested by me through HQ AFROTC. If I am disenrolled after my freshman year I may either return to active duty in an enlisted status for a period of two (2) years or may be subject to recoupment of scholarship monies expended. If selected for an EA into the POC under the provisions of AFI 36-2013 and am separated early from active duty to accept an allocation; and then later disenrolled, I may be returned to active duty in an enlisted status for a period of two (2) years.

PART III. ACADEMIC REQUIREMENTS

I understand I am expected to maintain the following academic standards: (Failure to do so could result in conditional event, scholarship suspension, scholarship termination, or disenrollment.)

- 1) I must be enrolled and maintain full time student status.
- 2) I must meet the institutions prescribed standard for good standing (i.e. 2.5 term Grade Point Average (GPA) progress toward meeting graduation requirements.
- 3) I must not receive one or more final grades of “F” or its equivalent during a term
- 4) I must complete each aerospace studies course with a grade of “C-” or better and receive a passing grade in all LLAB courses.

PART IV. RECERTIFICATION REQUIREMENTS

- 1) AFROTC IMT 48, **Planned Academic Program**. At the beginning of each fall term, I must have my academic advisor review my academic program and progress toward my degree. In addition, each term I must have my AFROTC instructor review my academic progress using my AFROTC IMT 48. I will sign this IMT and be primarily responsible for its accuracy.
- 2) AFROTC IMT 35, **Certification of Involvements**. I am required to report each involvement regardless of seeming insignificance to my AFROTC detachment. Unless an exception is prescribed, the involvement is recorded on my AFROTC IMT 35 and I am evaluated for continued membership. Excessive or serious involvements can result in disenrollment. If a National Agency Check or other source reveals an involvement was not reported, I am subject to disenrollment. Involvements must be reported within 72 hours of the occurrence when school is in session or within 72 hours after return to school from a vacation period, FT, or other absence from campus.

PART V. SCHOLARSHIP RESTRICTIONS

- 1) Monetary. Scholarship money may not be used to defray the costs of the programs/services

listed below:

- a) Secretarial and legal training (The Defense Appropriations Act restricts payments of tuition and fees for this type of training)
- b) Course overloads resulting from courses not required for a degree or those resulting from failures, incompletes, withdrawals, etc., or changes in academic majors and inter-institutional transfers made at the discretion of the individual. Exceptions to this policy are:
 - (c) Overloads required as a result of changes in curriculum made by the institution subsequent to the approval of a degree plan.
 - (d) Institutional transfers for the purpose of initial scholarship activation.
 - (e) Scholarship continuation resulting from detachment inactivation.
 - (f) Those courses required to be completed because of injury or illnesses which prevent a cadet from completing scheduled courses, provided the reason for the absence was approved by institutional authorities and the detachment commander.
 - (g) Flying courses, even if completion of these courses is a specified degree requirement
 - (h) Remedial courses or repeated courses taken to make up a deficiency.
 - (i) Correspondence or other nonresident courses unless approved by HQ AFROTC/RRFP.
 - (j) Penalties or fines for late registration or make up exams over and above would have been incurred through normal enrollment at CSP member's host institution.

2) General

- 1) Scholarship selection was based upon my status at the time of nomination and subsequent changes may jeopardize my scholarship and or continuance in AFROTC.
 - (a) As a scholarship holder I must receive permission from HQ AFROTC/RRUC to transfer to another school.
 - (b) I understand I must consult with the AFROTC detachment staff before changing academic majors. Failure to receive permission to change major constitutes a breach of contract.
 - (c) As a scholarship holder I understand I am not granted approval to compress my undergraduate studies in order to extend scholarship benefits into graduate school.
 - (d) As a CSP student I must be administered the Air Force Officer Qualification Test (AFOQT) during the fall term and meet AFOQT criteria prior to the start of my AS200 year. I must take the AFOQT during the first term in order to retest in the second term in

necessary. Failure to qualify on the AFOQT will result in scholarship withdrawal.

(e) If I am a scholarship recipient, I must be accepted by the appropriate department in my scholarship academic major as soon as my college allows me to declare an academic major and or be accepted by my department.

(f) Even though I have been awarded a 4 or 3-year scholarship, I am not guaranteed an EA in the POC, and will compete along with other applicants for each EA.

(g) I must successfully complete applicable scholarship requirements in AFROTCI 36-2019.

PART VI. AF IMT 1056, AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) CONTRACT

1) I understand the AF IMT 1056 is the basic document governing membership in the AFROTC program. It becomes effective the date of my enlistment in the ORS. It prescribes the terms of the membership and the obligations contracted by both the Air Force and me.

2) I will enlist in the ORS. The time spent in the ORS is not creditable towards my active duty pay, active duty military retirement, longevity, etc., once commissioned. All AFROTC graduates are appointed as Reserve officers and must receive a baccalaureate (or higher) degree. In addition, distinct AFROTC commissioning requirements can be imposed in addition to normal host academic institution degree requirements.

3) Freshman scholarship recipients incur an active duty service commitment effective the first day of attendance at AS classes or Leadership Lab in their sophomore year.

PART VII. ENLISTMENT CONTRACT:

1) Enlistment in the ORS for 8 years is a prerequisite for POC membership and or scholarship activation. The DD Form 4 is used for this purpose. This enlistment contract is canceled when a cadet is commissioned or disenrolled from AFROTC without call to active duty as an Airman. If you violate the AF IMT 1056, you may be involuntarily called to active duty in your enlisted grade for a period of time as specified on the AF IMT 1056, or in the case of ASCP, SOAR, and POC-ERP cadets, for the period of time specified on your enlistment contract when you are separated from active duty:

(a) Two years as a POC non-scholarship member or POC CSP member who has not completed the entire AFROTC course of instruction

(b) Four years, if a POC or CSP member who has completed the entire AFROTC course of instruction, but declined to accept a commission when offered.

2) If you are called to active duty in your enlisted grade as explained above, the time spent in the ORS as a member of AFROTC counts towards fulfilling the requirements of the 8-year military service obligation (MSO) enlistment.

PART VIII. SERVICE COMMITMENTS:

All officers commissioned through the AFROTC program incur an 8-year service commitment (reference AF IMT 1056 and AFROTCI 36-2013 for categorized officers)

PART IX. FEDERAL MILITARY DRAFT REQUIREMENTS:

1) Federal Military Draft Requirements. (MALE ONLY) Draft-eligible applicants must register with the Selective Service within 6 months after turning 18 to remain eligible for ORS.

2) Selective Service Act (50 USC App 453) states that “any person who has been or may hereafter be selected for enrollment or continuance in the senior division, Air Force Reserve Officer Training Corps...shall not be exempt from registration.”

(a) I understand that failure to register could lead to criminal prosecution and subsequently to disenrollment from AFROTC.

PART X. COUNSELING ON DEPENDENT CARE RESPONSIBILITIES

1) Reference AFI 36-2908. All present and potential members must know/learn the Air Force policy on the relationship between dependent care responsibilities and the accomplishment of military duties and obligations. I will acknowledge this requirement by signing the AF IMT 3010 and statement of understanding prescribed in AFROTCI 36-2011.

PART XI. VETERANS' EDUCATIONAL ASSISTANCE ACT OF 1984 (GI BILL):

Veteran's educational Assistance Act of 1984 (GI Bill). For those individuals coming on active duty 1 July 1985 or later, entry in the new GI Bill program is automatic. Accounting and Finance will initiate a \$100 a month allotment for 12 months unless the individual formally declines the new GI Bill. Once the allotment has started, it cannot be stopped. The declination must occur within 14 days of the individual's active duty date. AFROTC scholarship graduates are INELIGIBLE for the new GI Bill. The Office of the Secretary of Defense (OSD) directs that any AFROTC commissionee who graduates or completes AS400 while on scholarship, or has used all scholarship entitlements at the time of graduation, is an “AFROTC scholarship graduate” and is, therefore, ineligible for the new GI Bill. This includes any length of scholarship and not just 4-year recipients. Cadets are eligible for the GI BILL if either they receive \$3,400 or less in scholarship benefits in one year or they receive no scholarship monies their last term of AS400. Prior active duty service cadets are not eligible regardless of the above conditions since they already had their one-time opportunity to contribute when they initially enlisted.

PART XII. REQUIREMENT TO PARTICIPATE IN THE DIRECT DEPOSIT OF PAY PROGRAM

I understand that IAW DOD policy, I am required to receive my pay through direct deposit/electronic fund transfer.

PART XIII. APPLICANT BRIEFING ITEM ON SEPARATION POLICY

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of The U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your detachment. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community. Because of parental responsibilities you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment. You fail to meet weight control standards.

Although we have not and will not ask whether you are a heterosexual, a homosexual, or a bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends:

HOMOSEXUAL ACTS. You engage in, attempt to engage in, or solicit another to engage in a homosexual act or acts. A "Homosexual Act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires. (For example, handholding, kissing, or other physical contact of a sexual nature.)

HOMOSEXUAL STATEMENTS. You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual, or words to that effect. It may also include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.

HOMOSEXUAL MARRIAGE. You marry or attempt to marry a person of your same sex.

You will not necessarily be discharged if you say or do these things solely to end your military service. You may however, be disciplined. The Armed Forces do not tolerate harassment or violence against any service member, for any reason.

PREENLISTMENT BRIEFING CERTIFICATION

I certify that I have received a thorough pre-enlistment briefing as outlined in AFROTCI 36-2011, Attachment 2. I have been given the opportunity to ask questions during the course of the briefing and also prior to my actual enlistment. I have been provided an opportunity to review forms/IMTs pertaining to my enlistment in the AFROTC program and understand I will be provided copies of contracts upon enlistment.

NOTE: Once completed, ensure the following statement is included in an AFROTC IMT 16: “I certify that I have been counseled on all items of the Pre-Enlistment Briefing as attached to my AF IMT 1056, and acknowledge understanding.” Ensure a copy of the Pre-Enlistment Briefing is filed with the AF IMT 1056 in the cadet’s record.

Attachment 3**DIRECTORY FOR OBTAINING CONDITIONAL RELEASES FROM THE
MARINE CORPS STANDBY RESERVE**

1st Marine Corps District: HQ 1st Marine Corps District

605 Stewart Ave

Garden City NY 11530-4703

Area of Jurisdiction: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey (counties of Monmouth, Middlesex, Hunterdon, Morris, Sussex, Somerset, Union, Warren, Essex, Passaic, Bergen, and Hudson)

4th Marine Corps District: HQ 4th Marine Corps District

Building 54, Suite 3

PO Box 806

New Cumberland PA 17072-0806

Area of Jurisdiction: Pennsylvania, Delaware, Maryland, West Virginia, Kentucky, Ohio (less counties shown in 9th district), New Jersey, (less counties shown in 1st district), North Carolina (counties of Gates, Pasquotank, Camden, Currituck, Chowan, and Perquimans), District of Columbia, Virginia, Indiana (counties of Dearborn, Ohio, Gibson, Debois, Crawford, Jefferson, Warwick, Posey, Harrison, Switzerland, Pike, Perry, Clark, Spencer, Vanderburgh, and Floyd), permanent addresses situated outside the continental United States or its territorial possessions which are not within a designated Marine Corps District.

6th Marine Corps District: HQ 6th Marine Corps District

PO Box 19201

Paris Is. SC 29905-9201

Area of Jurisdiction: South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, North Carolina (less counties shown in the 4th district).

9th Marine Corps District: HQ 9th Marine Corps District

3805 E 155th Street, Bldg 710

Kansas City MS 64147-1309

Area of Jurisdiction: Michigan, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Colorado, Wyoming, Ohio (counties of Ottawa, Sandusky, Lucas, Wood, Fulton, Henry, Williams, and Defiance), Indiana (less counties shown in the 4th

district).

12th Marine Corps District: HQ 12th Marine Corps District

3704 Hochmuth Avenue

San Diego CA 92140-5191

Area of Jurisdiction: California, Arizona, Utah, Hawaii, Alaska, Montana, Oregon, and Washington.

AFROTC IMT 26, AFROTC CADET RECORD INVENTORY SECTION 1 – 4

[illegible]

SECTION II

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SECTION III

SECTION III				
YES	NO	N/A	DOCUMENT, IMT OR FORM	MANAGEMENT AND DISPOSITION
X			1. AFROTC IMT 63, AFROTC MEMBERSHIP ACTION CHECKLIST	
X			2. AFROTC IMT 20, APPLICATION FOR AFROTC MEMBERSHIP	
		X	3. AF IMT 56, APPLICATION & EVALUATION OF TRAINING LEADING TO A COMMISSION IN THE UNITED STATES AIR FORCE	AECPI/SOAR CADETS ONLY
X			4. AFROTC IMT 500, RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES	
X			5. AFROTC IMT 35, CERTIFICATION OF INVOLVEMENTS WITH CIVIL, MILITARY, OR SCHOOL AUTHORITIES/LAW ENFORCEMENT OFFICIALS	
			A. AFROTC IMT 4	CI CORROBORATION
			B. AFROTC IMT 14	CI CORROBORATION
X			6. BIRTH/CITIZENSHIP PAPERS	COPY/MFR OF VERIFICATION
X			7. SOCIAL SECURITY CARD	COPY/MFR OF VERIFICATION
X			8. DD FORM 93, RECORD OF EMERGENCY DATA CARD	
			9. AF IMT 1056, AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) CONTRACT (TO INCLUDE PRE-ENLISTMENT BRIEFING AND FRESHMAN STATEMENT OF UNDERSTANDING	
			10. DD FORM 4, ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	
		X	11. DD FORM 214, CERTIFICATE OF RELEASE/DISCHARGE FROM ACTIVE DUTY	
		X	12. DD FORM 368, REQUEST FOR CONDITIONAL RELEASE (ANG/RES)	
			13. AF IMT 522, SMALL ARMS MARKSMANSHIP	
X			14. AF IMT 3010, USAF STATEMENT OF UNDERSTANDING FOR DEPENDENT CARE RESPONSIBILITIES	
			15. DEPENDENCY POLICY	

SECTION IV

[illegible]